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National Rural Support Programme



BRACE

REQUEST FOR PROPOSALS

**For hiring the services of firm for Socio-Economic End line Survey under
BRACE Ref # EU/BRACE/08/ENDLINE-I/2023**

National Rural Support Programme(NRSP) intend to award a service contract to a reputable firm for carrying out socio-economic end line survey under European Union funded 'Balochistan Rural Development and Community Empowerment (BRACE)' in 01 district i.e Kech Balochistan province of Pakistan.

Details and terms & conditions are in the tender dossiers which can be downloaded free of cost from NRSP website <http://www.nrsp.org.pk/tenders/>. The dead line for submission of proposals is **April 04, 2023 till 2:00pm** local time to the undersigned office. NRSP reserve the right to accept or reject any/all bids without any reason thereof or funding constrains.

**National Rural Support Programme, #7, Sunrise Avenue,
Park Road, near COMSATS University,
Chak Shehzad, Islamabad, Pakistan. Email: procurement@nrsp.org.pk**

Published on 19th Mar, 2023 in daily the News (ISD-RWP/KHI) and daily the Jang (LHR/QET)



March 19, 2023

Our Ref: EU/BRACE/08/ENDLINE-I/2023

Dear All,

INVITATION TO TENDER FOR

FOR HIRING THE SERVICES OF FIRM FOR SOCIO-ECONOMIC ENDLINE SURVEY UNDER

BALUCHISTAN RURAL DEVELOPMENT AND COMMUNITY EMPOWERMENT PROGRAMME

(BRACE)

This is an invitation to tender of above subject service contract. The complete tender dossier is attached to this letter. It includes:

A. Instructions to Tenderers

B. Draft Contract Agreement and Special Conditions with annexes:

- ANNEX I- GENERAL CONDITIONS
- ANNEX II - TERMS OF REFERENCE
- ANNEX III- COMBINED BRACE LOG FRAME
- ANNEX IV- DETAILS OF BRACE PROGRAMME UCS
- ANNEX V- QUESTIONNAIRE BRACE SES FOR NRSP
- ANNEX VI- KEY EXPERT
- ANNEX VII- BUDGET

C. Other information:

- I. Administrative compliance grid
- II. Evaluation grid

D. Tender submission form

For full details of the tendering procedures, please see the **Practical Guide and its annexes**, which may be downloaded from the following website: <http://ec.europa.eu/europeaid/prag/document.do> .

We look forward to receiving your tender before the deadline set in point 8 of the “Instructions to Tenderers”. Please send it to the address and with the requirements given in point 8. By submitting a tender you accept to receive notification of the outcome of the procedure by electronic means

Yours sincerely
NRSP Procurement Committee
Email: procurement@nrsp.org.pk



SECTION – A INSTRUCTION TO TENDERER

INSTRUCTIONS TO TENDERERS

PUBLICATION REFERENCE: EU/BRACE/08/ENDLINE-I/2023

When submitting their tenders, tenderers must follow all instructions, forms, terms of reference, contract provisions and specifications contained in this tender dossier. Failure to submit a tender containing all the required information and documentation within the deadline specified may lead to the rejection of the tender.

These instructions set out the rules for submitting, selecting and implementing contracts financed under this call for tenders, in conformity with the Practical Guide, (available on the internet at this address: <http://ec.europa.eu/europeaid/prag/document.do>).

1. Services to be provided

The services required by the Contracting Authority are described in the Terms of Reference. They are set out in Annex II to the draft contract, which forms Annex II of this tender dossier.

2. Timelines

Description of events	DATE	TIME*
Date of newspaper advertisement and availability of tender dossier on NRSP website	March 19, 2023	12:00 am
Deadline for requesting clarification from the Contracting Authority	March 24, 2023	04:00 pm
Last date for the Contracting Authority to issue clarification	March 28, 2023	4:00 pm
Deadline for submitting tenders	April 04, 2023	2:00 pm
Date of opening of technical proposal	April 04, 2023	2:30 pm
Completion date for evaluating technical offers	April 11, 2023**	NA
Date of opening of financial proposal	April 14, 2023**	3:00 pm
Notice of Award	April 19, 2023**	NA
Signing of Contract	April 25, 2023**	NA
Start date	April 25, 2023**	NA

* All times are Pakistan Standard Time

**Provisional date

3. Participation, Eligibility and selection criteria experts and subcontracting.

Tenderer fulfilling the following eligibility and selection criteria will be shortlisted for technical and financial evaluation.

3.1 ELIGIBILITY CRITERIA

a) Eligibility

Participation in tendering is open to all legal persons having registered business entity including Association of Persons (AOP), partnership firm, private or public limited companies having valid registration and NTN.

b) Candidature

1. All eligible natural and legal persons (as per item a above) or groupings of such persons (consortia) may apply.
2. A consortium may be a permanent, legally established grouping or a grouping which has been constituted informally for a specific tender procedure. All members of a consortium (i.e., the leader and all other members) are jointly and severally liable to the Contracting Authority.
3. The participation of an ineligible natural or legal person (as per item a) will result in the automatic exclusion of that person. If that ineligible person belongs to a consortium, the whole consortium will be excluded.

c) Number of applications

No more than one application can be submitted by a natural or legal person whatever the form of participation (as an individual legal entity or as leader or member of a consortium applying). If a natural or legal person submits more than one application, all applications in which that person has participated will be excluded.

d) Grounds for exclusion

As part of the application form, Tenderer must submit a signed declaration, included in the standard application form, to the effect that they are not in any of the exclusion situations listed in Section 2.3.3 of the PRAG.

e) Sub-contracting

1. Subcontracting is allowed. If the identity of the intended subcontractor is already known at the time of submitting the tender, the tenderer must furnish a statement guaranteeing the eligibility of the subcontractor. If any subcontractor identified in this way does not meet the eligibility criteria, the tender shall be rejected. If the identity of the subcontractor is not known at the time of submitting the tender, any subcontract must be awarded according to Article 4 of the General Conditions of the contract.
2. Subcontractors cannot be in any of the exclusion situations listed in Section 2.3.3 of the Practical Guide. Whenever requested by the Contracting Authority, the successful tenderer/contractor shall submit a declaration from the intended subcontractor that it is not in

one of the exclusion situations. In the event of doubt, the Contracting Authority shall request documentary evidence that the subcontractor is not in a situation of exclusion.

3. If the offer includes subcontracting, it is recommended that the contractual arrangements between the tenderer and its subcontractors include mediation, according to national and international practices, as a method of dispute resolution.

3.2 SELECTION CRITERIA

The following selection criteria will be applied to Tenderer. In the case of applications submitted by a consortium, these selection criteria will be applied to the consortium as a whole unless specified otherwise. The selection criteria will not be applied to natural persons and single-member companies when they are subcontractors.

I Economic and financial capacity of Tenderer

- a. Current ratio (current assets/current liabilities): in the last year for which accounts have been closed must be at least 1. In case of a consortium this criterion must be fulfilled by each member.

II Professional capacity of Tenderer

- a. At least have one survey expert currently working for the Tenderer against the key experts required in this contract.

III Technical capacity of Tenderer

- a. The Tenderer has provided services under at least 3 contracts[s] in the field of surveys implemented at any moment during the last five years.
- b. The Tenderer or its sub-contractors must have experience of tablet/android application-based data collection/survey or willing to use tablet/android base application for this assignment.

4. Content of Tenders

Offers, all correspondence and documents related to the tender exchanged by the tenderer and the Contracting Authority must be written in English.

Supporting documents and printed literature furnished by the tenderer may be in another language, provided they are accompanied by a translation into the language of the procedure. For the purposes of interpreting the tender, the language of the procedure has precedence.

The tender must comprise of a one (01) Technical offer and one (01) financial offer, which must be submitted in separate envelopes (see clause 8). Each Technical offer and financial offers must contain one original, clearly marked '**Original**', and one (01) copy, clearly marked '**Copy**'. **One soft copy of Technical Offer (on USB drive)** must be submitted in the technical offer envelop, **One soft copy of Financial Offer (on USB drive)** must be submitted in the financial offer envelop. Failure to fulfil the requirements in clauses 4.1, 4.2 and 8 will constitute an irregularity and may result in rejection of the tender.

4.1. Technical Offer

The Technical offer must include the following documents:

- (1) **Tender Submission Form** (see Part D of this tender dossier) including:

a) Signed statements of exclusivity and availability (using the template included with the tender submission form), one for each key expert, the purpose of which are as follows:

- ▣ The key experts proposed in this tender must not be part of any other tender submitted for this tender procedure. They must therefore commit themselves exclusively to the tenderer.
- ▣ Each key expert must also undertake to be available, able and willing to work for the whole period scheduled for his/her input to implement the tasks set out in the Terms of Reference and/or in the Organization and methodology.

Note that non-key experts must not be asked to sign statements of exclusivity and availability.

Any expert working on an EU/EDF-financed project, where the input from his/her position to that contract could be required on the same dates as his/her activities under this contract, must not be proposed as a key expert for this contract under any circumstances. Consequently, the dates included by a key expert in his/her statement of exclusivity and availability in your tender must not overlap with dates on which he/she is committed to work as a key expert on any other contract.

The expert may participate in parallel tender procedures but must inform the Contracting Authority of these in the Statement of Exclusivity and Availability. Furthermore, the expert is expected to notify the tenderer immediately if he/she is successful in another tender procedure and he/she is expected to accept the first engagement offered to him/her chronologically.

If a key expert is proposed as a key expert by more than one tenderer with the agreement of the key expert, the corresponding tenders will be rejected. The same applies if the key expert proposed has been involved in the preparation of the project. The expert concerned will be excluded from this tender procedure and may also be excluded from other EU/EDF-financed contracts.

Having selected a firm partly on the basis of an evaluation of the key experts presented in the tender, the Contracting Authority expects the contract to be executed by these specific experts. However, after the award letter, the selected tenderer may propose replacements for the key experts under certain conditions (for further information see point 14).]

- b) A signed **declaration** from each legal entity identified in the tender submission form, using the format attached to the tender submission form.
- c) The **legal entity file** and supporting documents (if the tenderer has already signed another contract with the European Commission, it may provide instead either its legal entity number or a copy of the legal entity file provided on that occasion, unless it has changed its legal status in the meantime).
- d) Duly authorized signature: an official document (statutes, power of attorney, notary statement, etc.) proving that the person who signs on behalf of the company/joint venture/consortium is duly authorized to do so.

(2) **Organization and Methodology** (will become Annex III to the contract), to be drawn up by the tenderer using the format in Annex III to the draft contract.

(3) **Key Experts** (to become Annex IV to the contract). The key experts are those whose involvement is instrumental to achieve the contract objectives. The Evaluation Committee may also call them for interview.

Annex IV to the draft contract contains the templates that tenderers must use, including:

- 1) A list of the names of the key experts.
- 2) The CVs of each of the key experts. Each CV should be no longer than 3 pages and only one CV must be provided for each position identified in the Terms of Reference. In case of CVs longer than 3 pages, only the first 3 pages will be considered. Non- key experts CVs are not necessary.
- 3) The qualifications and experience of each key expert must clearly match the profiles indicated in the Terms of Reference. If an expert does not meet the minimum requirements for each evaluation criterion (i.e. qualification and skills, general professional experience and specific professional experience), he/she must be rejected. In such case the entire tender shall be rejected.

Tenderers must have the following documents for all key experts proposed. (Contracting Authority may ask to produce these documents as and when needed):

1. a copy of the highest degree/diplomas mentioned in their CVs,
2. a copy of employer certificates or references proving the professional experience indicated in their CVs.

Only diplomas and documented experience will be considered. Previous experience which caused breach of contract and termination shall not be used as reference.]

- (4) Non key experts may also be instrumental to achieve the contract objectives. However, they are not subject to evaluation by the evaluation Committee. Their positions and responsibilities may be defined in Section 6.1.2 of the Terms of Reference in Annex II to the draft contract.
- (5) Documentary proof or statements required under the law of the country in which the company (or each of the companies for consortia) is effectively established, to show that it is not in any of the exclusion situations listed in section 2.3.3 of the Practical Guide. This evidence, documents or statements must be dated, no more than one year before the date of submission of the tender. In addition, a statement must be furnished stating that the situations described in these documents have not changed since then.

If the nature of your entity is such that it cannot fall into the exclusion situations and/or cannot provide the documents indicated above (for instance, national public administrations and international organizations), please provide a declaration explaining this situation.

The Contracting Authority may waive the obligation of any Tenderer or tenderer to submit the documentary evidence referred to above if such evidence has already been submitted for the purposes of another procurement procedure, provided that the issue date of the documents does not exceed one year and that they are still valid. In this case, the Tenderer or tenderer must declare on his/her honour that the documentary evidence has already been provided in a previous procurement procedure and confirm that his/her situation has not changed.

- (6) Documentary evidence of the financial and economic capacity as well as the technical and professional capacity according to the selection criteria specified in the contract notice (see further point 2.4.11 of the Practical Guide). For the technical selection criteria you will find information in the invitation letter which references qualified you to be shortlisted and you are only requested to submit documentary evidence for these references. These documents must include but not limited to Registration Certificate, Signed Audit Report for the last financial year, NTN Certificate, work experience for survey and general.

If the documentary evidence submitted is not written in one of the official languages of the European Union, a

translation into the language of the procedure must be attached. Where the documents are in an official language of the European Union other than the one of the procedure, it is however strongly recommended to provide a translation into the language of the procedure, in order to facilitate the evaluation of the documents. Documentary proof or statements may be in original or copy. If copies are submitted, the originals must be available to send to the Contracting Authority upon request.

Tenderers are reminded that the provision of false information in this tender procedure may lead to the rejection of their tender and to their exclusion from EU-funded procedures and contracts.

The electronic version of the technical offer must be included with the printed version in the separate envelope in which the technical offer is submitted. If there are any discrepancies between the electronic version and the original, printed version, the latter has precedence.

4.2. Financial offer

The Financial offer must be presented as an amount in Pakistani Rupee ISO Code -PKR and must be submitted using the template for the global-price version of Annex X to Section B of this tender dossier using the following guidelines according to the broken down by outputs required from the Terms of Reference.

- Budget breakdown
- Working days

A completed **Financial Identification form** (see Annex X) to indicate the bank account into which payments should be made if the tender is successful. Any financial offer above the maximum budget would be rejected.

To complete the spreadsheet:

- 1) Enter the fee rates for each category of expert in the first worksheet ('Budget breakdown')
- 2) Enter the estimated numbers of working days for each category of expert during the period of implementation of the tasks in the second worksheet ('Working days')

The estimated budget for incidental/other expenditure are to be pre-filled indicatively in the template budget breakdown in the tender dossier.

The electronic version of the financial offer must be included with the printed version in the separate envelope in which the financial offer is submitted. If there are any discrepancies between the electronic version and the original, printed version, the latter will have precedence. Note that a schedule based on the 'Estimated number of working days' worksheet within this spreadsheet must be included as part of the Organization and Methodology in the technical offer.

Tenderers are reminded that the maximum budget available for this contract is **PKR 3.5 Million**. Payments under this contract will be made in the currency of the tender after the deduction of taxes as per law of land.

Exemption of taxes

There is no agreement between the European Commission and NRSP by which taxes are partially or fully exonerated.

Tenderer must submit the financial offer including all applicable taxes as per law of land. Contracting Authority will deduct applicable taxes from each payment.

5. Variant solutions

Tenderers are not authorized to tender for a variant in addition to this tender.

6. Period during which tenders are binding

Tenderers are bound by their tenders for 90 days after the deadline for submitting tenders or until they have been notified of non-award. In exceptional cases, before the period of validity expires, the Contracting Authority may ask tenderers to extend the period for a specific number of days, which may not exceed 40.

The selected tenderer must maintain its tender for a further 60 days. This 60-day period is added to the validity period irrespective of the date of notification. This period can be further extended when the contracting authority is required to obtain the recommendation of the panel referred to in section 2.3.3.1. of the Practical Guide, up to the adoption of that recommendation.

7. Additional information before the deadline for submitting tenders

The tender dossier should be clear enough to avoid Tenderers having to request additional information during the procedure. If the Contracting Authority, either on its own initiative or in response to a request from a short-listed Tenderer, provides additional information on the tender dossier, it must send such information in writing to all other short-listed Tenderers at the same time.

Tenderers may submit questions in writing to the following address up to date mentioned in the timetable for, specifying the publication reference and the contract title:

NRSP Procurement Committee,
National Rural Support Programme,
#7, Sunrise Avenue, Park Road, near COMSATS University,
Chak Shahzad, Islamabad, Pakistan.
Email: procurement@nrsp.org.pk

The Contracting Authority has no obligation to provide clarification after this date.

Any tenderer seeking to arrange individual meetings with the Contracting Authority and/or the government of the partner country and/or the European Commission concerning this contract during the tender period may be excluded from the tender procedure.

Any clarification of the tender dossier will be communicated simultaneously in writing to all tenderers at the latest 7 calendar days before the deadline for submitting tenders.

No information meeting is planned. No site visit is planned.

Visits by individual prospective tenderers during the tender period are not organized.

8. Submission of tenders

Tenders must be delivered to the Contracting Authority for receipt before **April 04, 2023 till 2:00 pm PST**. They must include the requested documents in clause 4 above and be sent in hard copy:

- Either by courier or by hand to:
NRSP Procurement Committee,

National Rural Support Programme,
#7, Sunrise Avenue, Park Road, near COMSATS University,
Chak Shehzad, Islamabad, Pakistan.
Email: procurement@nrsp.org.pk

Tenders submitted by any other means will not be considered. Tenders must be submitted using the double envelope system, i.e., in an outer parcel or envelope containing two separate, sealed envelopes.

- i) one bearing the words ‘**Envelope A — Technical offer**’
- ii) and the other, ‘**Envelope B — Financial offer**’.

All parts of the tender other than the financial offer must be submitted in Envelope A (i.e., including the tender submission form, statements of exclusivity and availability of the key experts, declarations, Registration Certificate, Signed Audit Report for the last financial year, NTN Certificate, work experience for survey and general.).

Any infringement of these rules (e.g., unsealed envelopes or references to price in the technical offer) constitutes an irregularity which will lead to rejection of the tender.

The outer envelope should provide the following information:

- a) the address for submitting tenders indicated above
- b) the reference code of the tender procedure- Ref#EU/BRACE/08/ENDLINE-I/2023
- c) the words ‘Not to be opened before the tender-opening session’

Each envelope must include an index of its contents. The pages of the Technical and Financial offers must be numbered.

9. Amending or Withdrawing Tenders

Tenderers may amend or withdraw their tenders by written notification prior to the deadline for submitting tenders. Tenders may not be amended after this deadline.

Any such notification of amendment or withdrawal must be prepared and submitted in accordance with Clause 8. The outer envelope (and the relevant inner envelope) must be marked ‘Amendment’ or ‘Withdrawal’ as appropriate.

10. Costs for preparing tenders

No costs incurred by the tenderer in preparing and submitting the tender are reimbursable. All such costs must be borne by the tenderer, including the cost of interviewing proposed experts (if any).

11. Ownership of tenders

The Contracting Authority retains ownership of all tenders received under this tendering procedure. Consequently, tenderers do not have the right to have their tenders returned to them.

12. Evaluation of tenders

12.1. Evaluation of technical offers

The quality of each technical offer will be evaluated in accordance with the award criteria and the weighting detailed in the evaluation grid in Part C of this tender dossier. No other award criteria will be used. The award criteria will be examined in accordance with the requirements indicated in the Terms of Reference.

12.1.1. Interviews

No interviews are foreseen.

12.2. Evaluation of financial offers

Upon completion of the technical evaluation, the envelopes containing the financial offers for tenders that were not eliminated during the technical evaluation will be opened (i.e. those with an average score of 70 points or more). Tenders exceeding the maximum budget available for the contract are unacceptable and will be eliminated.

12.3. Choice of selected tenderer

The best price-quality ratio is established by weighing technical quality against price on an 80/20 basis.

12.4. Confidentiality

The entire evaluation procedure is confidential, subject to the Contracting Authority's legislation on access to documents. The Evaluation Committee's decisions are collective, and its deliberations are held in closed session. The members of the Evaluation Committee are bound to secrecy. The evaluation reports and written records are for official use only and may be communicated neither to the tenderers nor to any party other than the Contracting Authority, the European Commission, the European Anti-Fraud Office and the European Court of Auditors.

13. Ethics clauses / Corruptive practices

- a) Any attempt by a tenderer to obtain confidential information, enter into unlawful agreements with competitors or influence the Evaluation Committee or the Contracting Authority during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of its tender and may result in administrative penalties.
- b) The tenderer must not be affected by any conflict of interest and must have no equivalent relation in that respect with other tenderers or parties involved in the project.
- c) The European Commission reserves the right to suspend or cancel project financing if corrupt practices of any kind are discovered at any stage of the award process or during the execution of a contract and if the Contracting Authority fails to take all appropriate measures to remedy the situation. For the purposes of this provision, 'corrupt practices' are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or execution of a contract already concluded with the Contracting Authority.
- d) Tenders will be rejected or contracts terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a payee who is not clearly identified, or commissions paid to a company

which has every appearance of being a front company.

Contractors found to have paid unusual commercial expenses on projects funded by the European Union are liable, depending on the seriousness of the facts observed, to have their contracts terminated or to be permanently excluded from receiving EU funds.

- e) The Contracting Authority reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to substantial errors, irregularities or fraud. If substantial errors, irregularities or fraud are discovered after the award of the Contract, the Contracting Authority may refrain from concluding the Contract.

14. Signature of contract(s)

14.1. Notification of award

The successful tenderer will be informed in writing that its tender has been accepted.

The successful tenderer shall then confirm availability or unavailability of their key-experts within 5 days from the date of the notification of award.

In case of unavailability the tenderer will be allowed to propose replacement key-expert(s). The successful tenderer shall give due justification for the exchange of the key-expert, but the acceptance will not be limited to specific cases. Several replacement key-experts may be proposed but only one time-period of 15 days from the date of the notification of award will be offered. The replacement key-expert(s) cannot be an expert proposed by another tenderer in the same call for tender.

The replacement key-expert's total score must be at least as high as the scores of the key-expert proposed in the tender. It must be emphasized that the minimum requirements for each evaluation criteria must be met by the replacement expert.

If replacement key-experts are not proposed within the 15 days delay or if the replacement experts are not sufficiently qualified, or that the proposal of the replacement key-expert amends the award conditions which took place, the Contracting Authority may decide to award the contract to the second best technically compliant tenderer (also giving them a chance to replace a key-expert should he/she not be available).

Should the Contracting Authority learn that a tenderer has confirmed the availability of a key expert and signed the contract although the tenderer has deliberately concealed the fact that the key-expert is unavailable from the date specified in the tender dossier for the start of the assignment, the Contracting Authority may decide to terminate the contract on the basis of article 36.2 (m) of the General Conditions.

It is reminded that the tenderer/contractor may also be subject to administrative and financial penalties foreseen in section 2.3.4 of the PRAG and article 10.2 of the General Conditions of service contracts. Furthermore, it may lead to a tenderer's /contractor's exclusion from other contracts funded by the European Union.

14.2. Signature of the contract(s)

Within 7 days of receipt of the contract already signed by the Contracting Authority, the selected tenderer shall sign and date the contract and return it to the Contracting Authority.

Failure of the selected tenderer to comply with this requirement may constitute grounds for annulling the decision to award the contract. In this event, the Contracting Authority may award the tender to another tenderer or cancel the tender procedure.

The other tenderers will, at the same time as the notification of award is submitted, be informed that their tenders were not retained, by electronic means or standard letter, including an indication of the relative weaknesses of their tender by way of a comparative table of the scores for the winning tender and the unsuccessful tender.

The second best tenderer is informed of the notification of award to the successful tenderer with the reservation of the possibility to receive a notification of award in case of inability to sign the contract with the first ranked tenderer. The validity of the offer of the second-best tenderer will be kept. The second tenderer may refuse the award of the contract if, when receiving a notification of award, the 90 days of validity of their tender has expired.

The Contracting Authority will furthermore, at the same time, also inform the remaining unsuccessful tenderers and the consequence of these letters will be that the validity of their offers must not be retained.

15. Cancellation of the tender procedure

In the event of cancellation of the tender procedure, the Contracting Authority will notify tenderers of the cancellation. If the tender procedure is cancelled before the outer envelope of any tender has been opened, the unopened and sealed envelopes will be returned to the tenderers.

Cancellation may occur, for example, where:

- the tender procedure has been unsuccessful, i.e., no suitable, qualitatively or financially acceptable tender has been received or there is no valid response at all;
- there are fundamental changes to the economic or technical data of the project;
- exceptional circumstances or force majeure render normal performance of the contract impossible;
- all technically acceptable tenders exceed the financial resources available;
- there have been substantial errors, irregularities or frauds in the procedure, in particular if they have prevented fair competition;
- the award is not in compliance with sound financial management, i.e. does not respect the principles of economy, efficiency and effectiveness (e.g. the price proposed by the tenderer to whom the contract is to be awarded is objectively disproportionate with regard to the price of the market).

In no event shall the Contracting Authority be liable for any damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the cancellation of a tender procedure, even if the Contracting Authority has been advised of the possibility of damages. The publication of a contract notice does not commit the Contracting Authority to implement the programme or project announced.

16. Appeals

Tenderers believing that they have been harmed by an error or irregularity during the award process may file a complaint at complaints@nrsp.org.pk or see section 2.4.15. of the Practical Guide.



SECTION – B

Draft Contract Agreement and Special Conditions with Annexes

DRAFT CONTRACT

SERVICE CONTRACT FOR EUROPEAN UNION EXTERNAL ACTIONS

Reference No. EU/BRACE/08/ENDLINE/2023

FINANCED FROM THE [EU GENERAL BUDGET] [EDF]

NRSP Procurement Committee,
National Rural Support Programme,
#7, Sunrise Avenue, Park Road, near COMSATS University,
Chak Shehzad, Islamabad, Pakistan.
Email: procurement@nrsp.org.pk

of the one part,

and

< [REDACTED] >
[< [REDACTED] >]¹
[< [REDACTED] >]²
< [REDACTED] >
[< [REDACTED] >]³

(‘the Contractor’)

have agreed as follows:

of the other part,

CONTRACT TITLE: Socio Economic Endline Survey under BRACE Programme

Identification number: EU/BRACE/08/ENDLINE/2023

(1) Subject

- 1.1 The subject of this Contract is **Socio Economic Endline Survey under BRACE Programme** done [at] [REDACTED] identification number EU/BRACE/08/ENDLINE/2023 (‘the services’).
- 1.2 The contractor shall execute the tasks assigned to him in accordance with the Terms of Reference annexed to the Contract (Annex II)

(2) Contract value

This Contract, established in PKR, is a global price contract. The contract value is PKR.

(3) Order of precedence of contract documents

¹ Where the contracting party is an individual.

² Where applicable. For individuals, mention their ID card, passport, or equivalent document number.

³ Except where the contracting party is not VAT registered.

The following documents shall be deemed to form and be read and construed as part of this Contract, in the following order of precedence:

1. Contract Agreement
2. Special Conditions
3. General Conditions (Annex I)
4. Terms of Reference (Annex II) [including clarification before the deadline for submitting tenders and minutes of the information meeting/site visit]
5. Organisation and Methodology (Annex III) [including clarification from the tenderer provided during tender evaluation]
6. [Key experts (Annex IV) For contracts requiring key experts]
7. Budget Breakdown (Annex V)
8. Specified forms and other relevant documents (Annex VI)

The various documents making up the contract shall be deemed to be mutually explanatory; in cases of ambiguity or divergence, they shall prevail in the order in which they appear above. Addenda shall have the order of precedence of the document they are amending.

(4) Language of the contract

The language of the contract and of all written communications between the Contractor and the Contracting Authority and/or the Project Manager shall be English.

(5) Other specific conditions applying to the Contract

[Redacted text block]

The following conditions to the Contract shall apply:

By derogation from Article ...]

Done in English in two originals, one original for the Contracting Authority, and one original for the Contractor.

For the Contractor

Name:

Title:

Signature:

Date:

For the Contracting Authority

Name:

Title:

Signature:

Date:

SPECIAL CONDITIONS

These conditions amplify and supplement the General Conditions governing the Contract. Unless the Special Conditions provide otherwise, the General Conditions remain fully applicable. The numbering of the Articles of the Special Conditions is not consecutive but follows the numbering of the General Conditions. Exceptionally, and with the approval of the competent European Commission departments, other clauses can be indicated to cover particular situations.

Article 2 Communications

- 22.1 <Indicate the documents to be provided by the Parties for communication will be letter and e-mail>

Article 7 General Obligations

- 7.8 Contractor must comply with the rules lay down in the Communication and Visibility Manual for EU External Actions published by the European Commission.

Article 12 Liabilities

- 12.2 "By way of derogation from Article 12.2, paragraph 2, of the general conditions, compensation for damage resulting from the Contractor's liability in respect of the Contracting Authority is capped at an amount equal to Euro 17,440/-

Article 13 Insurance

- 13.2 a) The contractor must provide the adequate proof of completion of Insurance of itself, its staff, its subcontractors and any person for which the Contractor is answerable, are adequately insured with insurance companies recognized on the international insurance market.
- 13.2 b) The contractor will provide the requirements of communication of cover notes and/or insurance certificates which must be fulfilled before submission of Inception Report.

Article 19 Implementation of the tasks and delays

- 19.1 [The start date for implementation shall be <date/date of signature of the contract by both parties>]

[The date on which implementation starts shall be within 3 months of the signature of this contract by both parties and shall be set in an administrative notice issued by the Project Manager.]

Article 26 Interim and Final Reports

The Contractor shall submit progress reports as specified in the Terms of Reference.

Article 27 Approval of Reports and Documents

- 27.5 The Contracting Authority shall, within 45 days of receipt, notify the Contractor of its decision concerning the documents or reports received by it, giving reasons should it reject the reports or documents, or request amendments. If the Contracting Authority does not give any comments on the

documents or reports within the time limit, the Contractor may request written acceptance of them. The documents or reports shall in any case be deemed to have been approved by the Contracting Authority if it does not expressly inform the Contractor of any comments within 45 days of the receipt of the documents or reports.

Article 28 Expenditure verification

28.2 NA

Article 29 Payment and interest on late payment

29.1 Payments shall be made in accordance with the following details.

S.NO		PKR
1	On submission and approval of Inception Report	20% of the total contract value
2	On submission of clear data set with required tables	40% of the total contract value
3	On submission and approval of draft survey report	20% of the total contract value
4	On submission of PPT and information briefs	20% of the total contract value
	Total	100%

By derogation, the payments to the Contractor of the amounts due under interim and final payments shall be made within 90 days after receipt by the Contracting Authority of an invoice and of the reports, subject to approval of those reports in accordance with Article 27 of the General Conditions.

29.5 Payments shall be made in PKR in accordance with Articles 20.6 and 29.4 of the General Conditions by cross cheque or into the bank account notified by the Contractor to the Contracting Authority.

Article 30 Financial Guarantee

30.1 As per general conditions.

Article 40 Settlement of disputes

40.4 Any disputes arising out of or relating to this Contract which cannot be settled otherwise shall be referred to the exclusive jurisdiction of courts of Islamabad in accordance with the national legislation of the state of the Contracting Authority.

Article 40 Settlement of disputes and Article 41 Applicable law

Articles 40.3, 40.4 and 41.1 of the General Conditions shall be replaced by the following:

In default of amicable settlement, the parties may refer the matter to arbitration in accordance with the Permanent Court of Arbitration Optional Rules for Arbitration Involving International Organisations and States in force at the date of conclusion of this Agreement. The appointing authority shall be the Secretary General of the Permanent Court of Arbitration following a written request submitted by either Party. The Arbitrator's decision shall be binding on all Parties and there shall be no appeal.

Article 42 Data Protection

As per General Conditions.

Article 43 Further additional clauses

NA.

* * *

ANNEX I:

GENERAL CONDITIONS FOR SERVICE CONTRACTS FOR EXTERNAL ACTIONS FINANCED BY THE EUROPEAN UNION OR BY THE EUROPEAN DEVELOPMENT FUND

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PRELIMINARY PROVISIONS

ARTICLE 1. DEFINITIONS

- 1.1. The headings and titles in these General Conditions shall not be taken as part thereof or be taken into consideration in the interpretation of the contract.
- 1.2. Where the context so permits, words in the singular shall be deemed to include the plural and vice versa, and words in the masculine shall be deemed to include the feminine and vice versa.
- 1.3. The word "country" shall be deemed to include State or Territory.
- 1.4. Words designating persons or parties shall include firms and companies and any organisation having legal capacity.
- 1.5. The definitions of the terms used throughout this General Conditions are laid down in the "Glossary of terms", annex A1a to the Practical Guide, which forms an integral part of the contract.

ARTICLE 2. COMMUNICATIONS

- 2.1. Unless otherwise specified in the Special Conditions, any written communication relating to this contract between the Contracting Authority or the Project Manager, and the Contractor shall state the contract title and identification number, and shall be sent by post, cable, telex, facsimile transmission, e-mail or personal delivery to the appropriate addresses designated by the Parties for that purpose in the Special Conditions.
- 2.2. If the sender requires evidence of receipt, it shall state such requirement in its communication and shall demand such evidence of receipt whenever there is a deadline for the receipt of the communication. In any event, the sender shall take all the necessary measures to ensure timely receipt of its communication.
- 2.3. Wherever the contract provides for the giving or issue of any notice, consent, approval, certificate or decision, unless otherwise specified such notice, consent, approval, certificate or decision shall be in writing and the words 'notify', 'consent', 'certify', 'approve' or 'decide' shall be construed accordingly. Any such consent, approval, certificate or decision shall not unreasonably be withheld or delayed.
- 2.4. Any oral instructions or orders shall be confirmed in writing.

ARTICLE 3. ASSIGNMENT

- 3.1. An assignment shall be valid only if it is a written agreement by which the Contractor transfers its contract or part thereof to a third party.
- 3.2. The Contractor shall not, without the prior consent of the Contracting Authority, assign the contract or any part thereof, or any benefit or interest thereunder, except in the following cases:
 - (a) a charge, in favour of the Contractor's bankers, of any monies due or to become due under the contract; or
 - (b) the assignment to the Contractor's insurers of the Contractor's right to obtain relief against any other person liable in cases where the insurers have discharged the Contractor's loss or liability.
- 3.3. For the purpose of article 3.2, the approval of an assignment by the Contracting Authority shall not relieve the Contractor of its obligations for the part of the contract already performed or the part not assigned.

- 3.4. If the Contractor has assigned the contract without authorisation, the Contracting Authority may, without formal notice thereof, apply as of right the sanction for breach of contract provided for in Articles 34 and 36.
- 3.5. Assignees shall satisfy the eligibility criteria applicable for the award of the contract and they shall not fall under the exclusion criteria described in the tender dossier.

ARTICLE 4. SUBCONTRACTING

- 4.1. A subcontract shall be valid only if it is a written agreement by which the Contractor entrusts performance of a part of the contract to a third party.
- 4.2. The Contractor shall request to the Contracting Authority the authorization to subcontract. The request must indicate the elements of the contract to be subcontracted and the identity of the subcontractors. The Contracting Authority shall notify the Contractor of its decision, within 30 days of receipt of the request, stating reasons should it withhold such authorization.
- 4.3. No subcontract creates contractual relations between any subcontractor and the Contracting Authority.
- 4.4. The Contractor shall be responsible for the acts, defaults and negligence of its subcontractors and its experts, agents or employees, as if they were the acts, defaults or negligence of the Contractor, its experts, agents or employees. The approval by the Contracting Authority of the subcontracting of any part of the contract or of the subcontractor to perform any part of the services shall not relieve the Contractor of any of its obligations under the contract.
- 4.5. If a subcontractor is found by the Contracting Authority or the Project Manager to be incompetent in discharging its duties, the Contracting Authority or the Project Manager may request the Contractor forthwith, either to provide a subcontractor with qualifications and experience acceptable to the Contracting Authority as a replacement, or to resume the implementation of the tasks itself.
- 4.6. Subcontractors shall satisfy the eligibility criteria applicable to the award of the contract and they shall not fall under the exclusion criteria described in the tender dossier.
- 4.7. Those services entrusted to a subcontractor by the Contractor shall not be entrusted to third parties by the subcontractor, unless otherwise agreed by the Contracting Authority.
- 4.8. If the Contractor enters into a subcontract without approval, the Contracting Authority may, without formal notice thereof, apply as of right the sanction for breach of contract provided for in Articles 34 and 36.

OBLIGATIONS OF THE CONTRACTING AUTHORITY

ARTICLE 5. SUPPLY OF INFORMATION

- 5.1. The Contracting Authority shall supply the Contractor promptly with any information and/or documentation at its disposal which may be relevant to the performance of the contract. Such documents shall be returned to the Contracting Authority at the end of the period of implementation of the tasks.
- 5.2. The Contracting Authority shall co-operate with the Contractor to provide information that the latter may reasonably request in order to perform the contract.
- 5.3. The Contracting Authority shall give notification to the Contractor of the name and address of the Project Manager.

ARTICLE 6. ASSISTANCE WITH LOCAL REGULATIONS

- 6.1. The Contractor may request the assistance of the Contracting Authority in obtaining copies of laws, regulations, and information on local customs, orders or by-laws of the country in which the services are to be performed, which may affect the Contractor in the performance of its obligations

under the contract. The Contracting Authority may provide the assistance requested to the Contractor at the Contractor's cost.

- 6.2. Subject to the provisions of the laws and regulations on foreign labour of the country in which the services have to be rendered, the Contracting Authority provides reasonable assistance to the Contractor, at its request, for its application for any visas and permits required by the law of the Country in which the services are rendered, including work and residence permits, for the staff whose services the Contractor and the Contracting Authority consider necessary, as well as residence permits for their families.

OBLIGATIONS OF THE CONTRACTOR

ARTICLE 7. GENERAL OBLIGATIONS

- 7.1. The Contractor shall execute the contract with due care, efficiency and diligence in accordance with the best professional practice.
- 7.2. The Contractor shall comply with any administrative orders given by the Project Manager. Where the Contractor considers that the requirements of an administrative order go beyond the authority of the Project Manager or of the scope of the contract he shall give notice, with reasons, to the Project Manager. If the Contractor fails to notify within the 30 day period after receipt thereof, he shall be barred from so doing. Execution of administrative order should not be suspended because of this notice.
- 7.3. The Contractor shall supply, without delay, any information and documents to the Contracting Authority and the European Commission upon request, regarding the conditions in which the contract is being executed.
- 7.4. The Contractor shall respect and abide by all laws and regulations in force in the partner country and shall ensure that its staff, their dependants, and its local employees also respect and abide by all such laws and regulations. The Contractor shall indemnify the Contracting Authority against any claims and proceedings arising from any infringement by the Contractor, its employees and their dependants of such laws and regulations.
- 7.5. Should any unforeseen event, action or omission directly or indirectly hamper performance of the contract, either partially or totally, the Contractor shall immediately and at its own initiative record it and report it to the Contracting Authority. The report shall include a description of the problem and an indication of the date on which it started and of the remedial action taken by the Contractor to ensure full compliance with its obligations under the contract. In such event the Contractor shall give priority to solving the problem rather than determining liability.
- 7.6. Subject to Article 7.8, the Contractor undertakes to treat in the strictest confidence and not make use of or divulge to third parties any information or documents which are linked to the performance of the contract without the prior consent of the Contracting Authority. The Contractor shall continue to be bound by this undertaking after completion of the tasks and shall obtain from each member of its staff the same undertaking. However, use of the contract's reference for marketing or tendering purposes does not require prior approval of the Contracting Authority, except where the Contracting Authority declares the contract to be confidential.
- 7.7. If the Contractor is a joint venture or a consortium of two or more persons, all such persons shall be jointly and severally bound in respect of the obligations under the contract, including any recoverable amount. The person designated by the consortium to act on its behalf for the purposes of the contract shall have the authority to bind the consortium and is the sole interlocutor for all contractual and financial aspects. The composition or the constitution of the joint venture or consortium shall not be altered without the prior consent of the Contracting Authority. Any alteration of the composition of the consortium without the prior consent of the Contracting Authority may result in the termination of the contract.
- 7.8. Save where the European Commission requests or agrees otherwise, the Contractor shall ensure

the highest visibility to the financial contribution of the European Union. To ensure such publicity the Contractor shall implement among other actions the specific activities described in the Special Conditions. All measures must comply with the rules in the Communication and Visibility Manual for EU External Actions published by the European Commission.

- 7.9. Any records shall be kept for a 7-year period after the final payment made under the contract as laid down in Article 24. These documents comprise any documentation concerning income and expenditure and any inventory, necessary for the checking of supporting documents, including timesheets, plane and transport tickets, pay slips or invoices for the remuneration paid to the experts and invoices or receipts for incidental expenditure. In case of failure to maintain such records the Contracting Authority may, without formal notice thereof, apply as of right the sanction for breach of contract provided for in Articles 34 and 36.

ARTICLE 8. CODE OF CONDUCT

- 8.1. The Contractor shall at all-time act impartially and as a faithful adviser in accordance with the code of conduct of its profession as well as with appropriate discretion. It shall refrain from making any public statements concerning the project or the services without the prior approval of the Contracting Authority. It shall not commit the Contracting Authority in any way whatsoever without its prior consent, and shall make this obligation clear to third parties.
- 8.2. The Contractor and its staff shall respect human rights and undertake not to offend the political, cultural and religious practices prevailing in the country where the services have to be rendered.
- 8.3. The Contractor shall respect environmental legislation applicable in the country where the services have to be rendered and internationally agreed core labour standards, e.g. the ILO core labour standards, conventions on freedom of association and collective bargaining, elimination of forced and compulsory labour, elimination of discrimination in respect of employment and occupation, and the abolition of child labour.
- 8.4. The Contractor or any of its subcontractors, agents or staff shall not abuse of its entrusted power for private gain. The Contractor or any of its subcontractors, agents or staff shall not receive or agree to receive from any person or offer or agree to give to any person or procure for any person, gift, gratuity, commission or consideration of any kind as an inducement or reward for performing or refraining from any act relating to the performance of the contract or for showing favour or disfavour to any person in relation to the contract. The Contractor shall comply with all applicable laws and regulations and codes relating to anti-bribery and anti-corruption.
- 8.5. The payments to the Contractor under the contract shall constitute the only income or benefit it may derive in connection with the contract. The Contractor and its staff must not exercise any activity or receive any advantage inconsistent with their obligations under the contract.
- 8.6. The execution of the contract shall not give rise to unusual commercial expenses. Unusual commercial expenses are commissions not mentioned in the contract or not stemming from a properly concluded contract referring to the contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a recipient who is not clearly identified or commission paid to a company which has every appearance of being a front company. The Contracting Authority and the European Commission may carry out documentary or on-the-spot checks they deems necessary to find evidence in case of suspected unusual commercial expenses.

ARTICLE 9. CONFLICT OF INTEREST

- 9.1. The Contractor shall take all necessary measures to prevent or end any situation that could compromise the impartial and objective performance of the contract. Such conflict of interests could arise in particular as a result of economic interest, political or national affinity, family or emotional ties, or any other relevant connection or shared interest. Any conflict of interests which may arise during performance of the contract shall be notified to the Contracting Authority without delay. In the event of such conflict, the Contractor shall immediately take all necessary steps to resolve it.

- 9.2. The Contracting Authority reserves the right to verify that such measures are adequate and may require additional measures to be taken if necessary. The Contractor shall ensure that its staff, including its management, is not placed in a situation which could give rise to conflict of interests. Without prejudice to its obligations under the contract, the Contractor shall replace, immediately and without compensation from the Contracting Authority, any member of its staff exposed to such a situation.
- 9.3. The Contractor shall refrain from any contact which would compromise its independence or that of its staff.
- 9.4. The Contractor shall limit its role in connection with the project to the provision of the services described in the contract.
- 9.5. The Contractor and anyone working under its authority or control in the performance of the contract or on any other activity shall be excluded from access to other EU budget/EDF funds available under the same project. However, the Contractor may participate after approval of the Contracting Authority if it the Contractor is able to prove that its involvement in previous stages of the project does not constitute unfair competition.
- 9.6. Civil servants and other staff of the public administration of the country where the services have to be rendered, regardless of their administrative situation, shall not be recruited as experts unless the prior approval has been granted by the European Commission.

ARTICLE 10. ADMINISTRATIVE SANCTIONS

- 10.1. Without prejudice to the application of other remedies laid down in the contract, a sanction of exclusion from all contracts and grants financed by the EU may be imposed, after an adversarial procedure, upon the Contractor who, in particular,
 - a) is guilty of grave professional misconduct, has committed irregularities or has been found in serious breach of its contractual obligations. The duration of the exclusion shall not exceed the duration set by final judgement or final administrative decision or, in the absence thereof, three years;
 - b) is guilty of fraud, corruption, participation in a criminal organisation, money laundering, terrorist-related offences, child labour or trafficking in human beings. The duration of the exclusion shall not exceed the duration set by final judgement or final administrative decision or, in the absence thereof, five years.
- 10.2. In the situations mentioned in Article 10.1, in addition or in alternative to the sanction of exclusion, the Contractor may also be subject to financial penalties representing 2-10% of the total value of the contract.
- 10.3. Where the Contracting Authority is entitled to impose financial penalties, it may deduct such financial penalties from any sums due to the Contractor or call on the appropriate guarantee.
- 10.4. The decision to impose administrative sanctions may be published on a dedicated internet-site, explicitly naming the Contractor.
- 10.5. The above administrative sanctions may also be imposed on persons who are members of the administrative, management or supervisory body of the Contractor, on persons having powers of representation, decision or control with regard to the Contractor, on persons jointly and severally liable for the performance of the contract and on subcontractors.

ARTICLE 11. SPECIFICATIONS AND DESIGNS

- 11.1. The Contractor shall prepare all specifications and designs using accepted and generally recognised systems acceptable to the Contracting Authority and taking into account the latest design criteria.

- 11.2. The Contractor shall ensure that the specifications and designs and all documentation relating to procurement of goods and services for the project are prepared on an impartial basis so as to promote competitive tendering.

ARTICLE 12. LIABILITIES

12.1. Liability for damage to services

Without prejudice to Article 30 (financial guarantee) and Article 38 (force majeure), the Contractor shall assume (i) full responsibility for maintaining the integrity of services and (ii) the risk of loss and damage, whatever their cause, until the completion of the implementation of the tasks and approval of reports and documents under Articles 26 and 27.

After the completion of the implementation of the tasks, the Contractor shall be responsible for and shall indemnify the Contracting Authority for any damage caused to the services by the Contractor, its staff, its subcontractors and any person for which the Contractor is answerable, during any operation performed to complete any work left, as the case may be, pending or to comply with its obligations under Articles 26 and 27, particularly if the contract is performed in phases.

Compensation for damage to the services resulting from the Contractor's liability in respect of the Contracting Authority is capped at the contract value.

However, compensation for loss or damage resulting from fraud or gross negligence of the Contractor, its staff, its subcontractors and any person for which the Contractor is answerable, can in no case be capped.

The Contractor shall remain responsible for any breach of its obligations under the contract for such period after the services have been performed as may be determined by the law governing the contract, even after approval of the reports and documents, or by default for a period of 10 years.

12.2. Contractor's liability in respect of the Contracting Authority

At any time, the Contractor shall be responsible for and shall indemnify the Contracting Authority for any damage caused during the performance of the services, to the Contracting Authority by the Contractor, its staff, its subcontractors and any person for which the Contractor is answerable.

Compensation for damage resulting from the Contractor's liability in respect of the Contracting Authority is capped at an amount equal to one million euros if the contract value is less than or equal to one million euros. If the contract value is greater than one million euros, compensation for damages resulting from the Contractor's liability shall be capped to the contract value.

However, compensation for loss or damage resulting from the Contractor's liability in case of bodily injury, including death, can in no case be capped. The same applies to compensation for any damages of any kind resulting from fraud or gross negligence of the Contractor, its staff, its subcontractors and any person for which the Contractor is answerable.

12.3. Contractor's liability in respect of third parties

Without prejudice to Article 14.9, the Contractor shall, at its own expense, indemnify, protect and defend, the Contracting Authority, its agents and employees, from and against all actions, claims, losses or damage, direct or indirect, of whatever nature (hereinafter "claim(s)") arising from any act or omission by the Contractor, its staff, its subcontractors and/or any person for which the Contractor is answerable, in the performance of the services, including any violation of any legal provisions, or rights of third parties, in respect of patents, trademarks and other forms of intellectual property such as copyrights.

The Contracting Authority must notify any third party claim to the Contractor as soon as possible after the Contracting Authority becomes aware of them.

If the Contracting Authority chooses to challenge and defend itself against the claim(s), the Contractor shall bear the reasonable costs of defense incurred by the Contracting Authority, its agents and employees.

Under these general conditions, the agents and employees of the Contracting Authority, as well as the Contractor's staff, its subcontractors and any person for which the Contractor is answerable are considered to be third parties.

12.4. The Contractor shall treat all claims in close consultation with the Contracting Authority

12.5. Any settlement or agreement settling a claim requires the prior express written consent of the

Contracting Authority and the Contractor.

ARTICLE 13. MEDICAL, INSURANCE AND SECURITY ARRANGEMENTS

13.1. Medical arrangement

The Contracting Authority may condition the performance of the services to the production, by the Contractor, of a recent medical certificate attesting that the Contractor itself, its staff, its subcontractors and/or any person for which the Contractor is answerable, are fit to implement the services required under this contract.

13.2. Insurance – general issues

- a) At the latest together with the return of the countersigned contract, and for the period of implementation of the tasks, the Contractor shall ensure that itself, its staff, its subcontractors and any person for which the Contractor is answerable, are adequately insured with insurance companies recognized on the international insurance market, unless the Contracting Authority has given its express written consent on a specific insurance company.
- b) At the latest together with the return of the countersigned contract, the Contractor shall provide the Contracting Authority with all cover notes and/or certificates of insurance showing that the Contractor's obligations relating to insurance are fully respected. The Contractor shall submit without delay, whenever the Contracting Authority or the Project Manager so requests, an updated version of the cover notes and/or certificates of insurance.

The Contractor shall obtain from the insurers that they commit to personally and directly inform the Contracting Authority of any event likely to reduce, cancel or alter in any manner whatsoever, that coverage. The insurers shall deliver this information as quickly as possible, and in any event at least thirty (30) days before the reduction, cancellation or alteration of the cover is effective. The Contracting Authority reserves the right to indemnify the insurer in case the Contractor fails to pay the premium, without prejudice to the Contracting Authority's right to recover the amount of the premium it paid, and to subsequently seek compensation for its possible resulting damage.

- c) Whenever possible, the Contractor shall ensure that the subscribed insurance contracts contain a waiver of recourse in favor of the Contracting Authority, its agents and employees.
- d) The purchase of adequate insurances by the Contractor shall in no case exempt it from its statutory and/or contractual liabilities.
- e) The Contractor shall fully bear the consequences of a total or partial lack of coverage, and to the full discharge of the Contracting Authority.

- f) The Contractor shall ensure that its staff, its subcontractors and any person for whom the Contractor is answerable comply with the same insurance requirements imposed to it under this contract. In case of default of insurance or inadequate insurance of its staff, its subcontractors or any person for which the Contractor is answerable, the Contractor shall indemnify the Contracting Authority from all consequences resulting therefrom.
- g) Under its own responsibility and without prejudice to the obligation to take out all insurance covering its obligations under this contract, the Contractor shall ensure that all compulsory insurances are subscribed in compliance with the laws and regulations in force in the country in which the services are to be performed. It shall also ensure that all possible statutory obligations applying to the coverage are complied with.
- h) The Contracting Authority shall not bear any liability for the assessment and adequacy of insurance policies taken out by the Contractor with its contractual and/or statutory obligations.
- i) In any event, the Contractor shall take out the insurance referred to below.

13.3. Insurance – Specific issues

- a) The Contractor shall take out all insurance necessary to cover its liability, both with regard to its professional liability and its liability as provided under Article 12.
- b) The contractor shall ensure that itself, its staff, its subcontractors and any person for which the Contractor is answerable, are covered by an insurance policy covering, in addition to the possible intervention of any statutory insurance:
 - i. all medical expenses, including hospital expenses;
 - ii. the full cost of repatriation in case of illness, accident, or in the event of death by disease or accident;
 - iii. accidental death or permanent disability resulting from bodily injury incurred in connection with the contract.

In the absence of adequate insurance, the Contracting Authority may bear such costs to the benefit of the Contractor itself, its staff, its subcontractors and any person for which the Contractor is answerable. This bearing of the costs by the Contracting Authority shall be subsidiary and may be claimed against the Contractor, its subcontractors and any person who should have taken out this insurance, without prejudice to the compensation of the Contracting Authority's possibly resulting damage.

- c) The Contractor shall take out insurance policies providing coverage of the Contractor itself, its staff, its subcontractors and any person for which the Contractor is answerable, in case of an accident at work or on the way to work. It shall ensure that its subcontractors do the same. It indemnifies the Contracting Authority against any claims that its employees or those of its subcontractors could have in this regard. For its permanent expatriate staff, where appropriate, the Contractor shall in addition comply with the laws and regulations applicable in the country of origin.
- d) The Contractor shall also insure the personal effects of its employees, experts and their families located in the partner country against loss or damage.

13.4. Security arrangements

The Contractor shall put in place security measures for its employees, experts and their families located in the partner country commensurate with the physical danger (possibly) facing them.

The Contractor shall also be responsible for monitoring the level of physical risk to which its

employees, experts and their families located in the partner country are exposed and for keeping the Contracting Authority informed of the situation. If the Contracting Authority or the Contractor becomes aware of an imminent threat to the life or health of any of its employees, experts or their families, the Contractor must take immediate emergency action to remove the individuals concerned to safety. If the Contractor takes such action, he must communicate this immediately to the Project Manager and this may lead to suspension of the contract in accordance with Article 35.

ARTICLE 14. INTELLECTUAL AND INDUSTRIAL PROPERTY RIGHTS

- 14.1. A "result" shall be any outcome of the implementation of the contract and provided as such by the Contractor.
- 14.2. The ownership of all the results or rights thereon as listed in the tender specification and the tender attached to the contract, including copyright and other intellectual or industrial property rights, and all technological solutions and information embodied therein, obtained in performance of the contract, shall be irrevocably and fully vested to the Contracting Authority from the moment these results or rights are delivered to it and accepted by it. The Contracting Authority may use them as it sees fit and in particular may store, modify, translate, display, reproduce, publish or communicate by any medium, as well as, assign, transfer them as it sees fit.
- 14.3. For the avoidance of doubt and where applicable, any such vesting of rights is also deemed to constitute an effective transfer of the rights from the Contractor to the Contracting Authority.
- 14.4. The above vesting of rights in the Contracting Authority under this contract covers all territories worldwide and is valid for the whole duration of intellectual or industrial property rights protection, unless stipulated otherwise by the Contracting Authority and the Contractor.
- 14.5. The Contractor shall ensure that delivered results are free of rights or claims from third parties including in relation to pre-existing rights, for any use envisaged by the Contracting Authority. If the Contracting Authority so requires, the Contractor shall provide exhaustive proof of ownership or rights to use all necessary rights, as well as, of all relevant agreements of the creator(s).
- 14.6. All reports and data such as maps, diagrams, drawings, specifications, plans, statistics, computations, databases format and data, software and any supporting records or materials acquired, compiled or prepared by the Contractor in the performance of the contract, as well as, any outcome of the implementation of the contract, shall be the absolute property of the Contracting Authority unless otherwise specified. The Contractor shall, upon completion of the contract, deliver all such documents and data to the Contracting Authority. The Contractor must not retain copies of such documents and data and must not use them for purposes unrelated to the contract without the prior consent of the Contracting Authority.
- 14.7. The Contractor shall not publish articles relating to the services or refer to them when carrying out any services for others, or divulge information obtained by the Contractor in the course of the contract for purposes other than its performance, without the prior consent of the Contracting Authority.
- 14.8. By delivering the results the Contractor warrants that the above transfer of rights does not violate any law or infringe any rights of others and that it possesses the relevant rights or powers to execute the transfer. It also warrants that it has paid or has verified payment of all fees including fees to collecting societies, related to the final results.
- 14.9. The Contractor shall indemnify and hold the Contracting Authority harmless for all damages and cost incurred due to any claim brought by any third party including creators and intermediaries for any alleged breach of any intellectual, industrial or other property right based on the Contracting Authority's use as specified in the contract of patents, licenses, drawings, designs, models, or brand or trade-marks, except where such infringement results from compliance with

the design or specification provided by the Contracting Authority.

NATURE OF THE SERVICES

ARTICLE 15. THE SCOPE OF THE SERVICES

- 15.1. The scope of the services is specified in Annex II and Annex III.
- 15.2. Where the contract is for an advisory function for the benefit of the Contracting Authority and/or Project Manager in respect of all the technical aspects of the project which may arise out of its implementation, the Contractor shall not have decision-making responsibility.
- 15.3. Where the contract is for management of the implementation of the project, the Contractor shall assume all the duties of management inherent in supervising the implementation of a project, subject to the Project Manager's authority.
- 15.4. If the Contractor is required to prepare a tender dossier, the dossier shall contain all documents necessary for consulting suitable Contractors, manufacturers and suppliers, and for preparing tender procedures with a view to carrying out the works or providing the supplies or services covered by an invitation to tender. The Contracting Authority shall provide the Contractor with the information necessary for drawing up the administrative part of the tender dossier.

ARTICLE 16. STAFF

- 16.1. For fee-based contracts, the Contractor must inform the Contracting Authority of all staff which the Contractor intends to use for the implementation of the tasks, other than the key experts whose CVs are included in Annex IV. Annex II and/or Annex III shall specify the minimum level of training, qualifications and experience of the staff and, where appropriate, the specialisation required. The Contracting Authority shall have the right to oppose the Contractor's choice of staff.
- 16.2. All those working on the project with the approval of the Contracting Authority shall commence their duties on the date or within the period laid down in Annex II and/or Annex III, or, failing this, on the date or within the periods notified to the Contractor by the Contracting Authority or the Project Manager.
- 16.3. Save as otherwise provided in the contract, those working on the contract shall reside close to their normal place of posting. Where part of the services is to be performed outside the partner country, the Contractor shall keep the Project Manager informed of the names and qualifications of staff assigned to that part of the services.
- 16.4. The Contractor shall:
 - (a) forward to the Project Manager within 30 days of the signature of the contract by both parties, the timetable proposed for placement of the staff;
 - (b) inform the Project Manager of the date of arrival and departure of each member of staff;
 - (c) submit to the Project Manager for its approval a timely request for the appointment of any non-key experts.
- 16.5. The Contractor shall provide its staff with all financial and technical means needed to enable them to carry out their tasks described under this contract efficiently.
- 16.6. No recruitment of an expert by the Contractor can create contractual relations between the expert and the Contracting Authority.

ARTICLE 17. REPLACEMENT OF STAFF

- 17.1. The Contractor shall not make changes to the agreed staff without the prior approval of the Contracting Authority. The Contractor must on its own initiative propose a replacement in the

following cases:

- (a) In the event of death, in the event of illness or in the event of accident of an agreed staff;
- (b) If it becomes necessary to replace an agreed staff for any other reasons beyond the Contractor's control (e.g. resignation, etc.).

- 17.2. Moreover, in the course of performance, and on the basis of a written and justified request to which the Contractor shall provide its own and the agreed staff's observations, the Contracting Authority can order an agreed staff to be replaced.
- 17.3. Where an agreed staff must be replaced, the replacement must possess at least equivalent qualifications and experience, and the remuneration to be paid to the replacement cannot exceed that received by the agreed staff who has been replaced. Where the Contractor is unable to provide a replacement with equivalent qualifications and/or experience, the Contracting Authority may either decide to terminate the contract, if the proper performance of it is jeopardised, or, if it considers that this is not the case, accept the replacement, provided that the fees of the latter are renegotiated to reflect the appropriate remuneration level.
- 17.4. Additional costs incurred by the replacement of an agreed staff are the responsibility of the Contractor. The Contracting Authority makes no payment for the period when the agreed staff to be replaced is absent. The replacement of any agreed staff, whose name is listed in Annex IV of the contract, must be proposed by the Contractor within 15 calendar days from the first day of the agreed staff's absence. If after this period the Contractor fails to propose a replacement in accordance with Article 17.3 above, the Contracting Authority may apply liquidated damages up to 10% of the remaining fees of that expert to be replaced. The Contracting Authority must approve or reject the proposed replacement within 30 days.
- 17.5. The partner country may be notified of the identity of the agreed staff proposed to be added or replaced in the contract to obtain its approval. The partner country must not withhold its approval unless it submits duly substantiated and justified objections to the proposed experts in writing to the Contracting Authority within 15 days of the date of the request for approval.

ARTICLE 18. TRAINEES

- 18.1. If required in the terms of reference, the Contractor shall provide training for the period of implementation of the tasks for trainees assigned to it by the Contracting Authority under the terms of the contract.
- 18.2. Instruction by the Contractor of such trainees shall not confer on them the status of employees of the Contractor. However, they must comply with the Contractor's instructions, and with the provisions of article 8, as if they were employees of the Contractor. The Contractor may on reasoned request in writing obtain the replacement of any trainee whose work or conduct is unsatisfactory.
- 18.3. Unless otherwise provided in the contract, allowance for trainees covering notably travel, accommodation and all other expenses incurred by the trainees, shall be borne by the Contracting Authority.
- 18.4. The Contractor shall report at quarterly intervals to the Contracting Authority on the training assignment. Immediately prior to the end of the period of implementation of the tasks, the Contractor shall draw up a report on the result of the training and an assessment of the qualifications obtained by the trainees with a view to their future employment. The form of such reports and the procedure for presenting them shall be as laid down in the terms of reference.

PERFORMANCE OF THE CONTRACT

ARTICLE 19. IMPLEMENTATION OF THE TASKS AND DELAYS

- 19.1. The Special Conditions fix the date on which implementation of the tasks is to commence.
- 19.2. The period of implementation of tasks shall commence on the date fixed in accordance with Article 19.1 and shall be as laid down in the Special Conditions, without prejudice to extensions of the period which may be granted.
- 19.3. If the Contractor fails to perform the services within the period of implementation of the tasks specified in the contract, the Contracting Authority shall, without formal notice and without prejudice to its other remedies under the contract, be entitled to liquidated damages for every day which shall elapse between the end of the period of implementation of the tasks specified in the contract and the actual date of completion of these tasks.
- 19.4. The daily rate for liquidated damages is calculated by dividing the contract value by the number of days of the period of implementation of the tasks, up to a maximum of 15% of the total value of the contract.
- 19.5. If the Contracting Authority has become entitled to claim 15% of the contract value, it may, after giving notice to the Contractor:
 - (a) terminate the contract, and;
 - (b) enter into a contract with a third party to complete the services, at the Contractor's cost.

ARTICLE 20. AMENDMENT TO THE CONTRACT

- 20.1. Any amendment to the contract affecting its object or scope, such as amendment to the total contract amount, replacement of an agreed staff the Curriculum Vitae of which is part of the contract and change of the period of implementation shall be formalised by means of an addendum. Both parties may request an addendum for amendment to the contract according to the following principles:
 - (a) An addendum for amendment may be requested only during the period of execution of the contract;
 - (b) Any request for an addendum shall be submitted in writing to the other party at least thirty days before the date on which the intended addendum is required to enter into force. In case of special circumstances duly substantiated by the Contractor, the Contracting Authority may accept a different notice period.

The requested party shall notify the requesting party of its decision concerning the request within

30 days from its receipt. There is no automatic amendment without written confirmation by the requested party.

- 20.2. Additionally, the Project Manager has the power to issue administrative orders requesting an amendment to the contract not affecting its object or scope, including on request of the Contractor, according to the following principles:
 - a) The requested contract amendment may take the form of additions, omissions, substitutions, changes in quality, quantity, specified sequence, method or timetable of implementation of the services;
 - b) Prior to the issuance of any administrative order, the Project Manager shall notify the Contractor of the nature and the form of the proposed amendment.

The Contractor shall then, without delay, submit to the Project Manager a written proposal containing:

(i) all measures required to comply with the requested amendment, (ii) an updated timetable for implementation of the tasks, and,

(iii) if necessary, a proposed financial adjustment to the contract, using the contractual fee rates when the tasks are similar. When the tasks are not similar, the contractual fee rates shall be applied when reasonable.

Following receipt of the Contractor's proposal, the Project Manager shall decide as soon as possible whether or not the amendment shall be carried out.

If the Project Manager decides that the amendment shall be carried out, it shall notify the Contractor through an administrative order stating that the Contractor shall carry out the amendment at the prices and under the conditions given in the Contractor's proposal or as modified by the Project Manager in agreement with the Contractor.

- c) On receipt of the administrative order, the Contractor shall carry out the amendments detailed in that administrative order as if such amendments were stated in the contract.
- d) For fee based contracts, administrative orders that have an impact on the contractual budget are limited to transfers within the fees, or transfers from the fees to the Incidental Expenditures, within the limits of Article 20.3.
- e) For global price contracts, administrative orders cannot have an impact on the contractual budget.

- 20.3. No amendment either by means of addendum or through administrative order shall lead to decreasing the amount within the contractual budget allocated to expenditure verification, or change the award conditions prevailing at the time the contract was awarded.
- 20.4. Any amendment carried out by the Contractor without an administrative order or without an addendum to the contract is not allowed and made at the Contractor's own financial risk.
- 20.5. Where an amendment is required by a default or breach of contract by the Contractor, any additional cost attributable to such amendment shall be borne by the Contractor.
- 20.6. The Contractor shall notify the Contracting Authority of any change of address and bank account using the form in Annex VI to notify any change in its bank account. The Contracting Authority shall have the right to oppose the Contractor's change of bank account. The Contractor shall notify the Contracting Authority of any change of auditor which the Contracting Authority needs to approve.

ARTICLE 21. WORKING HOURS

- 21.1. The days and hours of work of the Contractor or the Contractor's staff shall respect the laws, regulations and customs of the country where the services have to be rendered and the requirements of the services.

ARTICLE 22. LEAVE ENTITLEMENT

- 22.1. For fee-based contracts, the annual leave to be taken during the period of implementation of the tasks shall be at a time approved by the Project Manager.
- 22.2. For fee-based contracts, the fee rates are deemed to take into account the annual leave of up to 2 months for the Contractor's staff during the period of implementation of the tasks. Consequently, days taken as annual leave shall not be considered to be working days.
- 22.3. The Contractor shall only be paid for the days actually worked. Any cost related to sick or casual leave shall be covered by the Contractor. The Contractor shall inform the Project Manager of any impact of such leave on the period of implementation of the tasks.

ARTICLE 23. INFORMATION

- 23.1. The Contractor shall provide any information relating to the services and the project to the Project Manager, the European Commission, the European Court of Auditors or any person authorised by the Contracting Authority.
- 23.2. The Contractor shall allow the Project Manager or any person authorised by the Contracting Authority or the Contracting Authority itself to inspect or audit the records and accounts relating to the services and to make copies thereof both during and after provision of the services.

ARTICLE 24. RECORDS

- 24.1. The Contractor shall keep full accurate and systematic records and accounts in respect of the services in such form and detail as is sufficient to establish accurately that the number of working days and the actual incidental expenditure identified in the Contractor's invoice(s) have been duly incurred for the performance of the services.
- 24.2. For fee-based contracts, timesheets recording the days or hours worked by the Contractor's staff shall be maintained by the Contractor. The timesheets filled in by the experts shall be confirmed on a monthly basis by the Contractor and shall be approved by the Project Manager or any person authorised by the Contracting Authority or the Contracting authority itself. The amounts invoiced by the Contractor must correspond to these timesheets. Time spent travelling exclusively and necessarily for the purpose of the implementation of the contract, by the most direct route, may be included in the numbers of days or hours, as appropriate, recorded in these timesheets. Travel undertaken by the expert for mobilisation and demobilisation as well as for leave purposes shall not be considered as working days. A minimum of 7 hours worked are deemed to be equivalent to one day worked. For all experts, their time input shall be rounded to the nearest whole number of days worked for the purposes of invoicing.
- 24.3. Any records must be kept for a seven year period after the final payment made under the contract. These documents comprise any documentation concerning income and expenditure and any inventory, necessary for the checking of supporting documents, including timesheets, plane and transport tickets, pay slips for the remuneration paid to the experts and invoices or receipts for incidental expenditure. In case of failure to maintain such records the Contracting Authority may, without formal notice thereof, apply as of right the sanction for breach of contract provided for in Articles 34 and 36.

ARTICLE 25. VERIFICATIONS, CHECKS AND AUDITS BY EUROPEAN UNION BODIES

- 25.1. The Contractor shall allow the European Commission, the European Anti-Fraud Office and the European Court of Auditors to verify, by examining the documents and to make copies thereof or by means of on-the-spot checks, including checks of documents (original or copies), the implementation of the contract. In order to carry out these verifications and audits, European Union bodies mentioned above shall be allowed to conduct a full audit, if necessary, on the basis of supporting documents for the accounts, accounting documents and any other document relevant to the financing of the contract. The Contractor shall ensure that on-the-spot accesses is available at all reasonable times, notably at the Contractor's offices, to its computer data, to its accounting data and to all the information needed to carry out the audits, including information on individual salaries of persons involved in the contract. The Contractor shall ensure that the information is readily available at the moment of the audit and, if so requested, that data be handed over in an appropriate form. These inspections may take place up to seven years after the final payment.
- 25.2. Furthermore, the Contractor shall allow the European Anti-Fraud Office to carry out checks and verification on the spot in accordance with the procedures set out in the European Union legislation for the protection of the financial interests of the European Union against fraud and other irregularities.

- 25.3. To this end, the Contractor undertakes to give appropriate access to staff or agents of the European Commission, of the European Anti-Fraud Office and of the European Court of Auditors to the sites and locations at which the contract is carried out, including its information systems, as well as all documents and databases concerning the technical and financial management of the project and to take all steps to facilitate their work. Access given to agents of the European Commission, European Anti-Fraud Office and the European Court of Auditors shall be on the basis of confidentiality with respect to third parties, without prejudice to the obligations of public law to which they are subject. Documents shall be easily accessible and filed so as to facilitate their examination. The Contractor shall inform the Contracting Authority of their precise location.
- 25.4. The Contractor guarantees that the rights of the European Commission, of the European Anti-Fraud Office and of the European Court of Auditors to carry out audits, checks and verification shall be equally applicable, under the same conditions and according to the same rules as those set out in this Article, to any subcontractor or any other party benefiting from EU budget/EDF funds.
- 25.5. Failure to comply with the obligations set forth in Article 25.1 to 25.4 constitutes a case of serious breach of contract.

ARTICLE 26. INTERIM AND FINAL REPORTS

- 26.1. Unless otherwise provided in the Terms of Reference, the Contractor shall draw up interim reports and a final report during the period of implementation of the tasks. These reports shall consist of a narrative section and a financial section. The format of such reports is as notified to the Contractor by the Project Manager during the period of implementation of the tasks.
- 26.2. All invoices must be accompanied by an interim or final report. All invoices for fee-based contracts must also be accompanied by an up to date financial report and an invoice for the actual costs of the expenditure verification. The structure of the interim or final financial report shall be the same as that of the contractually approved budget (Annex V). This financial report shall indicate, at a minimum, the expenditure of the reporting period, the cumulative expenditure and the balance available.
- 26.3. Immediately prior to the end of the period of implementation of the tasks, the Contractor shall draw up a final progress report together which must include, if appropriate, a critical study of any major problems which may have arisen during the performance of the contract.
- 26.4. This final progress report shall be forwarded to the Project Manager not later than 60 days after the end of the period of implementation of the tasks. Such report shall not bind the Contracting Authority.
- 26.5. Where the contract is performed in phases, the implementation of each phase shall give rise to the preparation of a final progress report by the Contractor.
- 26.6. Interim and final progress reports are covered by the provisions of Article 14.

ARTICLE 27. APPROVAL OF REPORTS AND DOCUMENTS

- 27.1. The approval by the Contracting Authority of reports and documents drawn up and forwarded by the Contractor shall certify that they comply with the terms of the contract.
- 27.2. Where a report or document is approved by the Contracting Authority subject to amendments to be made by the Contractor, the Contracting Authority shall prescribe a period for making the amendments requested.
- 27.3. Where the final progress report is not approved, the dispute settlement procedure is automatically invoked.
- 27.4. Where the contract is performed in phases, the implementation of each phase shall be subject to the approval, by the Contracting Authority, of the preceding phase except where the phases are carried out concurrently.

- 27.5. The Contracting Authority's time limit for accepting reports or documents shall be considered included in the time limit for payments indicated in Article 29, unless otherwise specified in the Special Conditions.

PAYMENTS & DEBT RECOVERY

ARTICLE 28. EXPENDITURE VERIFICATION

- 28.1. No expenditure verification report is required for global price contracts.
- 28.2. Before payments are made for fee-based contracts an external auditor must examine and verify the invoices and the financial reports sent by the Contractor to the Contracting Authority. The auditor shall meet the requirements set out in the Terms of Reference for expenditure verification and shall be approved by the Contracting Authority.
- 28.3. The auditor must satisfy itself that relevant, reliable and sufficient evidence exists that:
- (a) the experts employed by the Contractor for the contract have been working as evidenced on the contract (as corroborated by independent, third-party evidence, where available) for the number of days claimed in the Contractor's invoices and in the financial reporting spreadsheet submitted with the interim progress reports; and
 - (b) the amounts claimed as incidental expenditure have actually and necessarily been incurred by the Contractor in accordance with the requirements of the terms of reference of the contract.

On the basis of its verification, the auditor submits to the Contractor an expenditure verification report in accordance with the model in Annex VII.

- 28.4. The Contractor grants the auditor all access rights mentioned in Article 25.
- 28.5. The Contracting Authority reserves the right to require that the auditor be replaced if considerations which were unknown when the contract was signed cast doubt on the auditor's independence or professional standards.

ARTICLE 29. PAYMENT AND INTEREST ON LATE PAYMENT

- 29.1. Payments will be made in accordance with one of the options below, as identified in the Special Conditions.

Option 1: Fee-based contract:

The Contracting Authority will make payments to the Contractor in the following manner:

1. A first payment of pre-financing, if requested by the Contractor, of an amount up to maximum 20% of the maximum contract value stated in point 2 of the contract, within 30 days of receipt by the Contracting Authority of an invoice, of the contract signed by both parties, and of a financial guarantee if requested, as defined in Article 30.
2. Six-monthly further interim payments, as indicated in the Special Conditions, within 60 days of the Contracting Authority receiving an invoice accompanied by an interim progress report and an expenditure verification report, subject to approval of those reports in accordance with Article 27. Such interim payments shall be of an amount equivalent to the costs incurred on the basis of the expenditure verification reports. When 80 % of the maximum contract value stated in point 2 of the contract has been paid (pre-financing and interim payments) the amounts due to the contractor shall be deducted from the pre-financing payment until it is

completely reimbursed before any additional payment is made.

3. The invoices must be paid such that the sum of payments does not exceed 90% of the maximum contract value stated in point 2 of the contract; the 10% being the minimum final payment.
4. The balance of the final value of the contract after verification, subject to the maximum contract value stated in point 2 of the contract, after deduction of the amounts already paid, within 90 days of the Contracting Authority receiving a final invoice accompanied by the final progress report and a final expenditure verification report, subject to approval of those reports in accordance with Article 27.

Option 2: Global price contract:

If the contract is not divided between different outputs that the Contracting Authority can approve independently, or has a duration of less than two years, the Contracting Authority will make payments to the Contractor in the following manner:

1. a pre-financing payment if requested by the Contractor, of an amount up to 40% of the contract value stated in point 2 of the contract within 30 days of receipt by the Contracting Authority of an invoice, of the contract signed by both parties, and of a financial guarantee if requested, as defined in Article 30;
2. the balance of the contract value stated in point 2 of the contract within 90 days of the Contracting Authority receiving a final invoice accompanied by the final progress report, subject to approval of that report in accordance with Article 27.

If the contract has a duration of at least two years and if the budget is divided between different outputs that the Contracting Authority can approve independently, the Contracting Authority will make payments to the Contractor in the following manner:

1. a pre-financing payment if requested by the Contractor, of an amount up to 40% of the contract value stated in point 2 of the contract within 30 days of receipt by the Contracting Authority of an invoice, of the contract signed by both parties, and of a financial guarantee if requested, as defined in Article 30;
2. one interim payment at the end of each 12 months of implementation of the contract, of an amount corresponding to the outputs delivered, within 60 days of the Contracting Authority receiving an invoice accompanied by an interim progress report, subject to approval of this report in accordance with Article 27;
3. The invoices must be paid such that the sum of payments does not exceed 90% of the maximum contract value stated in point 2 of the contract; the 10% being the minimum final payment.
4. the balance of the contract value stated in point 2 of the contract within 90 days of the Contracting Authority receiving a final invoice accompanied by the final progress report, subject to approval of that report in accordance with Article 27.

- 29.2. The date of payment shall be the date on which the paying account is debited. The invoice shall not be admissible if one or more essential requirements are not met. Without prejudice to Article

36.2, the Contracting Authority may halt the countdown towards this deadline for any part of the invoiced amount disputed by the Project Manager by notifying the Contractor that part of the invoice is inadmissible, either because the amount in question is not due or because the relevant report cannot be approved and the Contracting Authority thinks it necessary to conduct further checks. In such cases, the Contracting Authority shall not unreasonably withhold any undisputed part of the invoiced amount but may request clarification, alteration or additional information,

which shall be produced within 30 days of the request. The countdown towards the deadline shall resume on the date on which a correctly formulated invoice is received by the Contracting Authority. If part of the invoice is disputed, the undisputed amount of the invoice shall not be withheld and must be paid according to the payment schedule set in Article 29.1.

29.3. Once the deadline referred to above has expired, the Contractor - unless it is a government department or public body in an EU Member State - shall, within two months of receiving late payment, receive default interest:

- ☐ at the rate applied by the European Central Bank to its main refinancing transactions in euro, as published in the Official Journal of the European Union, C series, where payments are in euro,
- ☐ at the rediscount rate applied by the central bank of the country of the Contracting Authority if payments are in the currency of that country,

on the first day of the month in which the time-limit expired, plus eight percentage points. The interest be payable for the time elapses between the expiry of the payment deadline (exclusive) and the date on which the Contracting Authority's account is debited (inclusive).

By way of exception, when the interest calculated in accordance with the first subparagraph is lower than or equal to EUR 200, it shall be paid to the creditor only upon a demand submitted within two months of receiving late payment.

29.4. Payments due by the Contracting Authority shall be made into the bank account mentioned on the financial identification form completed by the Contractor. A new financial identification form must be used to report any change of bank account and must be attached to the invoice.

29.5. Payments shall be made in euro or in the national currency as specified in the Special Conditions.

The Special Conditions shall lay down the administrative or technical conditions governing payments of pre-financing, interim and/or final payments made in accordance with the General Conditions. Where payment is in euro, for the purposes of the Provision for incidental expenditure, actual expenditure shall be converted into euro at the rate published on the Infor-Euro on the first working day of the month in which the invoice is dated. Where payment is in the national currency, it shall be converted into the national currency at the rate published on the Infor-Euro on the first working day of the month in which the payment is made.

29.6. For fee-based contracts, invoices shall be accompanied by copies of, or extracts from, the corresponding approved timesheets referred to in Article 24.2 to verify the amount invoiced for the time input of the experts. A minimum of 7 hours worked are deemed to be equivalent to one day worked. For all experts, their time input must be rounded to the nearest whole number of days worked for the purposes of invoicing.

29.7. Payment of the final balance shall be subject to performance by the Contractor of all its obligations relating to the implementation of all phases or parts of the services and to the approval by the Contracting Authority of the final phase or part of the services. Final payment shall be made only after the final progress report and a final statement, identified as such, shall have been submitted by the Contractor and approved as satisfactory by the Contracting Authority.

29.8. The payment obligations of the European Commission under the contract shall cease at most 18 months after the end of the period of implementation of the tasks, unless the contract is terminated in accordance with these General Conditions.

29.9. Prior to, or instead of, terminating the contract as provided for in Article 36, the Contracting

Authority may suspend payments as a precautionary measure without prior notice.

29.10. Where the award procedure or the performance of the contract proves to have been subject to

substantial errors, irregularities or fraud attributable to the Contractor, the Contracting Authority may in addition to the possibility to suspend the performance of the contract in accordance with Article 35.2 and terminate the contract as provided for in Article 36, refuse to make payments and/or recover amounts already paid, in proportion to the seriousness of the errors irregularities or fraud.

- 29.11. If the contract is terminated for any reason whatsoever, the guarantee securing the pre-financing may be invoked forthwith in order to repay the balance of the pre-financing still owed by the Contractor, and the guarantor shall not delay payment or raise objection for any reason whatever.

ARTICLE 30. FINANCIAL GUARANTEE

- 30.1. Unless otherwise provided for in the Special Conditions, the Contractor shall provide a financial guarantee for the full amount of the pre-financing payment. The financial guarantee shall be in the format provided for in the contract and may be provided in the form of a bank guarantee, a banker's draft, a certified cheque, a bond provided by an insurance and/or bonding company, an irrevocable letter of credit or a cash deposit made with the Contracting Authority. If the financial guarantee is to be provided in the form of a bank guarantee, a banker's draft, a certified cheque or a bond, it shall be issued by a bank or bonding and/or insurance company approved by the Contracting Authority. This financial guarantee shall remain valid until it is released by the Contracting Authority in accordance with Article 30.5 or Article 30.6, as appropriate. Where the Contractor is a public body the obligation for a financial guarantee may be waived depending on a risk assessment made.
- 30.2. The financial guarantee shall be provided on the letterhead of the financial institution using the template provided in Annex VI.
- 30.3. Should the financial guarantee cease to be valid and the Contractor fail to re-validate it, either a deduction equal to the amount of the pre-financing may be made by the Contracting Authority from future payments due to the Contractor under the contract, or the Contracting Authority shall give formal notice to the Contractor to provide a new guarantee on the same terms as the previous one. Should the Contractor fail to provide a new guarantee, the Contracting Authority may terminate the contract.
- 30.4. If the contract is terminated for any reason whatsoever, the financial guarantee may be invoked forthwith in order to repay any balance still owed to the Contracting Authority by the Contractor, and the guarantor shall not delay payment or raise objection for any reason whatsoever.
- 30.5. For fee-based contracts, the financial guarantee shall be released when the prefinancing is reimbursed in accordance with Article 29.1.
- 30.6. For global price contracts, (i) if the contract is not divided between different outputs that the Contracting Authority can approve independently, or has a duration of less than two years, the financial guarantee shall remain in force until the final payment has been made, and (ii) if the contract has a duration of at least two years and if the budget is divided between different outputs that the Contracting Authority can approve independently, the financial guarantee shall be released when the prefinancing is reimbursed in accordance with Article 29.1.

ARTICLE 31. RECOVERY OF DEBTS FROM THE CONTRACTOR

- 31.1. The Contractor undertakes to repay any amounts paid in excess of the final amount due to the Contracting Authority before the deadline indicated in the debit note which is 45 days from the issuing of that note.
- 31.2. Should the Contractor fail to make repayment within the above deadline; the Contracting Authority may (unless the Contractor is a government department or public body of an EU Member State) increase the amounts due by adding interest:

- (a) at the rediscount rate applied by the central bank of the country of the Contracting Authority if payments are in the currency of that country,
- (b) at the rate applied by the European Central Bank to its main refinancing transactions in euro, as published in the Official Journal of the European Union, C series, where payments are in euro,

on the first day of the month in which the time-limit expired, plus eight percentage points. The default interest shall be incurred over the time which elapses between the date of the payment deadline, and the date on which the payment is actually made. Any partial payments shall first cover the interest thus established.

- 31.3. Amounts to be repaid to the Contracting Authority may be offset against amounts of any kind due to the Contractor. This shall not affect the party's right to agree on payment in installments.
- 31.4. Bank charges arising from the repayment of amounts due to the Contracting Authority shall be borne entirely by the Contractor.
- 31.5. Without prejudice to the prerogative of the Contracting Authority, if necessary, the
European
Union may as a donor proceed itself to the recovery by any means.

ARTICLE 32. REVISION OF PRICES

- 32.1. The contract shall be at fixed prices, which shall not be revised.

ARTICLE 33. PAYMENT TO THIRD PARTIES

- 33.1. Orders for payments to third parties may be carried out only after an assignment made in accordance with Article 3. The assignment shall be notified to the Contracting Authority.
- 33.2. Notification of beneficiaries of the assignment shall be the sole responsibility of the Contractor.
- 33.3. In the event of a legally binding attachment of the property of the Contractor affecting payments due to it under the contract and without prejudice to the time limit laid down in Article 29, the Contracting Authority shall have 30 days, starting from the day when it receives notification of the definitive lifting of the obstacle to payment, to resume payments to the Contractor.

BREACH OF CONTRACT, SUSPENSION AND TERMINATION

ARTICLE 34. BREACH OF CONTRACT

- 34.1. Either party commits a breach of contract where it fails to perform its obligations in accordance with the provisions of the contract.
- 34.2. Where a breach of contract occurs, the party injured by the breach is entitled to the following remedies:
 - a) damages; and/or
 - b) termination of the contract.
- 34.3. Damages may be either:
 - a) general damages;
 - or b) liquidated damages.
- 34.4. Should the Contractor fail to perform any of its obligations in accordance with the provisions

of the contract, the Contracting Authority is without prejudice to its right under article 34.2, also entitled to the following remedies;

- a) suspension of payments; and/or
- b) reduction or recovery of payments in proportion to the failure's extent.

34.5. Where the Contracting Authority is entitled to damages, it may deduct such damages from any sums due to the Contractor or call on the appropriate guarantee.

34.6. The Contracting Authority shall be entitled to compensation for any damage which comes to light after the contract is completed in accordance with the law governing the contract.

ARTICLE 35. SUSPENSION OF THE CONTRACT

35.1. The Contractor shall, on the order of the Contracting Authority, suspend the execution of the contract or any part thereof for such time or times and in such manner as the Contracting Authority may consider necessary. The suspension shall take effect on the day the Contractor receives the order or at a later date when the order so provides.

35.2. Suspension of the contract in the event of presumed substantial errors or irregularities or fraud: The contract may be suspended in order to verify whether presumed substantial errors or irregularities or fraud occurred during the award procedure or the performance of the contract. If these are not confirmed, performance of the contract shall resume as soon as possible.

35.3. During the period of suspension, the Contractor shall take such protective measures as may be necessary.

35.4. Additional expenses incurred in connection with such protective measures may be added to the contract price, unless:

- a) otherwise provided for in the contract; or
- b) such suspension is necessary by reason of some breach or default of the Contractor; or
- c) the presumed substantial errors or irregularities or fraud mentioned in article 35.2 are confirmed and attributable to the Contractor.

35.5. The Contractor shall only be entitled to such additions to the contract price if it notifies the Project Manager, within 30 days after receipt of the order to suspend execution of the contract, of its intention to claim them.

35.6. The Contracting Authority, after consulting the Contractor, shall determine such additions to the contract price and/or extension of the period of performance to be granted to the Contractor in respect of such claim as shall, in the opinion of the Contracting Authority be fair and reasonable.

35.7. The Contracting Authority shall, as soon as possible, order the Contractor to resume the contract suspended or inform the Contractor that it terminates the contract. If the period of suspension exceeds 90 days and the suspension is not due to the Contractor's breach or default, the Contractor may, by notice to the Contracting Authority, request to proceed with the contract within 30 days, or terminate the contract.

ARTICLE 36. TERMINATION BY THE CONTRACTING AUTHORITY

36.1. The Contracting Authority may, at any time and with immediate effect, subject to Article 36.8, terminate the contract, except as provided for under Article 36.2.

36.2. Subject to any other provision of these General Conditions the Contracting Authority may, by giving seven days' notice to the Contractor, terminate the contract in any of the following cases where:

- (a) the Contractor is in serious breach of contract for failure to perform its contractual obligations;

- (b) the Contractor fails to comply within a reasonable time with the notice given by the Project Manager requiring it to make good the neglect or failure to perform its obligations under the contract which seriously affects the proper and timely performance of the services;
- (c) the Contractor refuses or neglects to carry out any administrative orders given by the Project Manager;
- (d) the Contractor assigns the contract or subcontracts without the authorisation of the Contracting Authority;
- (e) the Contractor is bankrupt, subject to insolvency or winding up procedures, is having its assets administered by a liquidator or by the courts, has entered into an arrangement with creditors, has suspended business activities, or is in any analogous situation arising from a similar procedure provided for under any national law or regulations relevant to that Contractor;
- (f) any organisational modification occurs involving a change in the legal personality, nature or control of the Contractor, unless such modification is recorded in an addendum to the contract;
- (g) any other legal disability hindering performance of the contract occurs;
- (h) the Contractor fails to provide the required guarantees or insurance, or the person providing the earlier guarantee or insurance is not able to abide by its commitments;
- (i) the Contractor has been guilty of grave professional misconduct proven by any means which the Contracting Authority can justify;
- (j) it has been established by a final judgment or a final administrative decision or by proof in possession of the Contracting Authority that the Contractor has been guilty of fraud, corruption, involvement in a criminal organisation, money laundering or terrorist financing, terrorist related offences, child labour or other forms of trafficking in human beings or has committed an irregularity;
- (k) the Contractor, in the performance of another contract financed by the EU budget/EDF funds, has been declared to be in serious breach of contract, which has led to its early termination or the application of liquidated damages or other contractual penalties or which has been discovered following checks, audits or investigations by the European Commission, the Contracting Authority, OLAF or the Court of Auditors;
- (l) after the award of the contract, the award procedure or the performance of the contract proves to have been subject to substantial errors, irregularities or fraud;
- (m) the award procedure or the performance of another contract financed by the EU budget/EDF funds proves to have been subject to substantial errors, irregularities or fraud which are likely to affect the performance of the present contract;
- (n) the Contractor fails to perform its obligation in accordance with Article 8 and Article 9;
- (o) the Contractor is unable to provide a suitable replacement to an expert, the absence of which affects the proper performance of the contract.

The cases of termination under points (e), (i), (j), (l), (m) and (n) may refer also to persons who are members of the administrative, management or supervisory body of the Contractor and/or to persons having powers of representation, decision or control with regard to the Contractor.

The cases of termination under points (a), (e), (f), (g), (i), (j), (k), (l), (m) and (n) may refer also to persons jointly and severally liable for the performance of the contract.

The cases under points (e), (i), (j), (k), (l), (m) and (n) may refer also to subcontractors.

36.3. Termination shall be without prejudice to any other rights or powers under the contract of

the Contracting Authority and the Contractor. The Contracting Authority may, thereafter, complete the services itself, or conclude any other contract with a third party, at the Contractor's own expense. The Contractor's liability for delay in completion shall immediately cease when the Contracting Authority terminates the contract without prejudice to any liability thereunder that may already have arisen.

- 36.4. Upon termination of the contract or when it has received notice thereof, the Contractor shall take immediate steps to bring the services to a close in a prompt and orderly manner and to reduce expenditure to a minimum.
- 36.5. The Project Manager shall, as soon as possible after termination, certify the value of the services and all sums due to the Contractor as at the date of termination.
- 36.6. The Contracting Authority shall not be obliged to make any further payments to the Contractor until the services are completed. After the services are completed, the Contracting Authority shall recover from the Contractor the extra costs, if any, of completing the services, or shall pay any balance still due to the Contractor.
- 36.7. If the Contracting Authority terminates the contract pursuant to Article 36.2, it shall, in addition to the extra costs for completion of the contract and without prejudice to its other remedies under the contract, be entitled to recover from the Contractor any loss it has suffered up to the value of the services which have not been satisfactorily completed unless otherwise provided for in the Special Conditions.
- 36.8. Where the termination is not due to an act or omission of the Contractor, force majeure or other circumstances beyond the control of the Contracting Authority, the Contractor shall be entitled to claim in addition to sums owed to it for work already performed, an indemnity for loss suffered.
- 36.9. This contract shall be automatically terminated if it has not given rise to any payment in the two years following its signing by both parties.

ARTICLE 37. TERMINATION BY THE CONTRACTOR

- 37.1. The Contractor may, after giving 14 days' notice to the Contracting Authority, terminate the contract if the Contracting Authority:
 - a) fails for more than 120 days to pay the Contractor the amounts due after the expiry of the time limit stated in Article 29; or
 - b) consistently fails to meet its obligations after repeated reminders; or
 - c) suspends the progress of the services or any part thereof for more than 90 days for reasons not specified in the contract, or not attributable to the Contractor's breach or default.
- 37.2. Such termination shall be without prejudice to any other rights of the Contracting Authority or the Contractor acquired under the contract.
- 37.3. In the event of such termination, the Contracting Authority shall pay the Contractor for any loss or damage the Contractor may have suffered. Such additional payment must not be such that the total payments exceed the amount specified in Article 2 of the contract.

ARTICLE 38. FORCE MAJEURE

- 38.1. Neither party shall be considered to be in default or in breach of its obligations under the contract if the performance of such obligations is prevented by any circumstances of *force majeure* which arise after the date of notification of award or the date when the contract becomes effective.
- 38.2. The term *force majeure*, as used herein covers any unforeseeable events, not within the control of either party and which by the exercise of due diligence neither party is able to overcome such as acts of God, strikes, lock-outs or other industrial disturbances, acts of the public enemy, wars

whether declared or not, blockades, insurrection, riots, epidemics, landslides, earthquakes, storms,

lightning, floods, washouts, civil disturbances, explosions.. A decision of the European Union to suspend the cooperation with the partner country is considered to be a case of force majeure when it implies suspension of funding the contract.

- 38.3. Notwithstanding the provisions of Article 19 and Article 36, the Contractor shall not be liable for liquidated damages or termination for breach or default if, and to the extent that, its delay in performance or other failure to perform its obligations under the contract is the result of an event of *force majeure*. The Contracting Authority shall similarly not be liable, notwithstanding the provisions of Article 29 and Article 37, for payment of interest on delayed payments, for non-performance or for termination by the Contractor for breach or default, if, and to the extent that, the Contracting Authority's delay or other failure to perform its obligations is the result of *force majeure*.
- 38.4. If either party considers that any circumstances of force majeure have occurred which may affect performance of its obligations it shall promptly notify the other party and the Project Manager giving details of the nature, the probable duration and the likely effect of the circumstances. Unless otherwise directed by the Project Manager in writing, the Contractor shall continue to perform its obligations under the contract as far as is reasonably practicable, and shall seek all reasonable alternative means for performance of its obligations which are not prevented by the force majeure event. The Contractor shall not put into effect such alternative means unless directed so to do by the Project Manager.
- 38.5. For a fee-based contract, if the Contractor incurs additional costs in complying with the Project Manager's directions or using alternative means under Article 38.4 the amount thereof shall be certified by the Project Manager.
- 38.6. If circumstances of *force majeure* have occurred and continue for a period of 180 days then, notwithstanding any extension of time for completion of the contract that the Contractor may by reason thereof have been granted, either party shall be entitled to serve upon the other 30 days' notice to terminate the contract. If at the expiry of the period of 30 days the situation of *force majeure* persists, the contract shall be terminated and, in consequence thereof under the law governing the contract, the parties shall be released from further performance of the contract.

ARTICLE 39. DECEASE

- 39.1. If the Contractor is a natural person, the contract shall be automatically terminated if that person dies. However, the Contracting Authority shall examine any proposal made by its heirs or beneficiaries if they have notified their wish to continue the contract.
- 39.2. Where the Contractor consists of a number of natural persons and one or more of them die, a report shall be agreed between the parties on the progress of the contract and the Contracting Authority shall decide whether to terminate or continue the contract in accordance with the undertaking given by the survivors and by the heirs or beneficiaries, as the case may be.
- 39.3. In the cases provided for in Articles 39.1 and 39.2, persons offering to continue to implement the contract shall notify the Contracting Authority thereof within 15 days of the date of decease. The decision of the Contracting Authority shall be notified to those concerned within 30 days of receipt of such a proposal
- 39.4. Such persons shall be jointly and severally liable for the proper implementation of the contract to the same extent as the deceased Contractor. Continuation of the contract shall be subject to the rules relating to establishment of any guarantee provided for in the contract.

SETTLEMENT OF DISPUTES AND APPLICABLE LAW

ARTICLE 40. SETTLEMENT OF DISPUTES

- 40.1. The parties shall make every effort to settle amicably any dispute relating to the contract which may arise between them.
- 40.2. Once a dispute has arisen, a party shall notify the other party of the dispute, stating its position on the dispute and any solution which it envisages, and requesting an amicable settlement. The other party shall respond to this request for amicable settlement within 30 days, stating its position on the dispute. Unless the parties agree otherwise, the maximum time period laid down for reaching an amicable settlement shall be 120 days from the date of the notification requesting such a procedure. Should a party not agree to the other party's request for amicable settlement, should a party not respond in time to that request or should no amicable settlement be reached within the maximum time period, the amicable settlement procedure is considered to have failed.
- 40.3. In the absence of an amicable settlement, a party may notify the other party requesting a settlement through conciliation by a third person. If the European Commission is not a party to the contract, it may accept to intervene as conciliator. The other party shall respond to the request for conciliation within 30 days. Unless the parties agree otherwise, the maximum time period laid down for reaching a settlement through conciliation shall be 120 days from the notification requesting such a procedure. Should a party not agree to the other party's request for conciliation, should a party not respond in time to that request or should no settlement be reached within the maximum time period, the conciliation procedure is considered to have failed.
- 40.4. If the amicable settlement procedure and, if so requested, the conciliation procedure fails, each party may refer the dispute to either the decision of a national jurisdiction or arbitration, as specified in the Special Conditions.

ARTICLE 41. APPLICABLE LAW

- 41.1. This contract shall be governed by the law of the country of the Contracting Authority or, where the Contracting Authority is the European Commission, by the European Union law supplemented as appropriate by Belgian law.

DATA PROTECTION

ARTICLE 42. DATA PROTECTION

- 42.1. Any personal data included in the contract shall be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. The data shall be processed solely for the purposes of the performance, management and monitoring of the contract by the Contracting Authority without prejudice to possible transmission to the bodies charged with monitoring or inspection in application of EU law. The Contractor shall have the right to access his/her personal data and to rectify any such data. Should the Contractor have any queries concerning the processing of his/her personal data, s/he shall address them to the Contracting Authority. The Contractor shall have right of recourse at any time to the European Data Protection Supervisor.
- 42.2. Where the contract requires processing personal data, the Contractor may act only under the supervision of the data controller, in particular with regard to the purposes of processing, the categories of data which may be processed, the recipients of the data, and the means by which the data subject may exercise his/her rights.
- 42.3. The data shall be confidential within the meaning of Regulation (EC) No 45/2001 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by Community institutions and bodies and on the free movement of such data.

The Contractor shall limit access to the data to staff strictly needed to perform, manage and monitor the contract.

42.4. The Contractor undertakes to adopt technical and organisational security measures to address the risks inherent in processing and in the nature of the personal data concerned in order to:

- a) prevent any unauthorised person from having access to computer systems processing personal data, and especially:
 - aa) unauthorised reading, copying, alteration or removal of storage media;
 - ab) unauthorised data input, unauthorised disclosure, alteration or erasure of stored personal data;
 - ac) unauthorised persons from using data-processing systems by means of data transmission facilities;
- b) ensure that authorised users of a data-processing system can access only the personal data to which their access right refers;
- c) record which personal data have been communicated, when and to whom;
- d) ensure that personal data processed on behalf of third parties can be processed only in the manner prescribed by the contracting institution or body;
- e) ensure that, during communication of personal data and transport of storage media, the data cannot be read, copied or erased without authorisation;
- f) design its organisational structure in such a way that it meets data protection requirements.

* * *



REF: EU/BRACE/08/ENDLINE-I/2023

Terms of References for Socio-Economic Endline Survey

**BALOCHISTAN RURAL DEVELOPMENT AND COMMUNITY EMPOWERMENT (BRACE)
PROGRAMME [2017 – 2023]**

National Rural Support Programme (NRSP)

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TERMS OF RESPONSIBILITIES

Terms of Responsibilities to conduct End-line Socio Economic Survey in district Kech of Balochistan for the EU funded Balochistan Rural Development and Community Empowerment (BRACE) Programme

1. DESCRIPTION OF THE BRACE PROGRAMME

The Balochistan Rural Development and Community Empowerment (BRACE) is a five-year programme with a 12 month No-Cost Extension. Implementation of the BRACE programme started in July 2017 and concludes in June 2023. The Programme is being implemented in 10 districts of Balochistan by BRSP, NRSP, RSPN and the Technical Assistance team from DAI. The Programme is implemented in close collaboration with five departments of the Government of Balochistan; namely Local Government and Rural Development Department; Planning & Development Department; Finance Department, Social Welfare Department; and Women Development Department. The Local Government and Rural Development Department serves as the focal department for this programme.

Overall Objective of the programme is “To support the Government of Balochistan in reducing the negative impact of economic deprivation, poverty and social inequality, environmental degradation and climate change, and to turn this into opportunities to build and empower resilient communities participating actively in identifying and implementing socio-economic development activities on a sustainable basis in partnership with local authorities.” The two specific objectives of the programme are:

- i. “To empower citizens and communities and provide them with means enabling them to implement community-driven socio-economic development interventions, an increased voice and capability to influence public policy decision making through active engagement with local authorities for quality, inclusive, and equitable service delivery, and civic oversight.”
- ii. “To foster an enabling environment for strengthening the capacities of local authorities to manage and involve communities in the statutory processes of the local public sector planning, financing and implementation process.”

The Programme has a policy component led by the DAI Technical Assistance team. The role of the DAI TA is to support the Government of Balochistan at the provincial level and strengthen the capacities of local government (i.e., political representatives and administration) towards involving organised communities in local level public sector planning, financing, and implementation processes. At the provincial level, the TA team is tasked to have input into the Balochistan Local Government Act 2020 and design a comprehensive Community Led Local Governance (CLLG) Policy for the Government of Balochistan. An additional component of Public Finance Management (PFM) provides policy guidelines to the Government of Balochistan in the public financing domain. This component, led by the Oxford Policy Management (OPM), assists the Government of Balochistan in enacting the financial structures required to plan and cost the Community Led Local Governance (CLLG) policy.

2. SCOPE OF THE ASSIGNMENT

2.1 OBJECTIVES OF THE SURVEY

The baseline, midline and end-line Socio-Economic Surveys (SES) are part of the overall accountability and learning purpose of the M&E component of the BRACE. The purpose and objectives of the SES are outlined as:

- a. Estimate the change in the income, sources of income, asset ownership, incidence, depth and severity of poverty and associated social characteristics of the poor (households) in the targeted programme districts.
- b. Estimate the change in targeted poor households' access to and use of basic social and public services, such as access to water and sanitation, education, health, civil acts registration, etc.

The surveys use quantitative methods and include qualitative information and analysis wherever possible. Due to programmatic limitation the design of the assessment is limited to measure overall development impact in the programme area using a before, midlevel and after intervention design. The bellow-mentioned Table presents a summary of the objectives, key indicators, and survey methods for data collection.

Table 2: Summary of socio-economic survey objectives, indicators and data collection methods

Objectives	Key Indicators	Methods
a. Estimate the change in the income, source of income, asset ownership, incidence, depth and severity of poverty, with associated social characteristics of the poor people (households) in programme targeted districts.	a. Demographic information (age, education status, health status, work status of household members)	a. Estimate the change in the income, source of income, asset ownership, incidence, depth and severity of poverty, with associated social characteristics of the poor people (households) in programme targeted districts.
b. Estimated the change in targeted poor households' access to and use of basic social public services, such as access to water and sanitation, education, health, civil acts registration, etc.	a. Availability, use and sources of household facilities (water, sanitation, fuel, etc.) b. Availability, access and use of public facilities (education, health, sanitation, civil acts registration etc.)	a. Sample household (adult member) interviews using quantitative methods. b. Public facilities access and use survey. c. Satisfaction with the quality and access to services received

2.2 SURVEY APPROACH

RSPN with technical support from the University of Mannheim (UM) and Centre for Evaluation & Development (C4ED), Germany has designed the survey methodology and survey tools to ensure standardised implementation of the survey across all ten districts of BRACE. Similar to the previous practice, the end-line survey will be outsourced to a third-party consulting firm through competitive bidding process as per the EU procurement guidelines and/or as per their procurement policy manual and guidelines.

The baseline survey was conducted before the implementation of programme intervention (in 2017-18) and the midline survey was conducted in (2020-21). The end-line survey was planned for (2022-23) after maturation of the social mobilisation component and implementation of all programme interventions. The approach for the end-line survey differs from the baseline and midline surveys. It aims to report, not limited to, the following:

1. Report consolidated comparison of overall findings from (2017-18), (2020-21) and (2022 – 23)
2. Report end-line result in numbers and percentages for improved income of household and consolidated comparison of findings from (2017-18), (2020-21) and (2022 – 23)
3. Report end-line result in numbers and percentages for household expenditure on food, health, durable and non-durable goods and services and consolidated comparison of findings from (2017-18), (2020-21) and (2022 – 23)
4. Report end-line result in numbers and percentages for access and use of basic social services at the household level and consolidated comparison of findings from (2017-18), (2020-21) and (2022 – 23)
5. Report end-line result in numbers and percentages for citizens involvement with the local government and consolidated comparison of findings from (2017-18), (2020-21) and (2022 – 23)
6. Report end-line result in numbers and percentages for citizens satisfaction with the local government and public sector services and consolidated comparison of findings from (2017-18), (2020-21) and (2022 – 23)
7. Analyse and report end-line result in numbers and percentages for enrolment of children in schools, health and nutrition indicators, use of latrines, concrete evidence on indicators of women empowerment at the household and village levels
8. Focus on impact level indicators and not be limited to outputs.
9. Includes rigorous analysis of the end-line survey data as well as baseline and midline survey data to compare and generate simple tables.
10. Observe and identify trends and patterns emerging through comparative analysis of baseline, midline and end-line datasets

2.3 SAMPLE SELECTION PROCESS

The sample size is calculated such that the findings are representative of the BRACE programme districts. At the inception of the Programme the number of BRACE districts were 08. Deconcentrating at the district level has led to splitting up of two programme districts. At present the total number of BRACE districts is 10. However, the sample size and the number of households will remain the same to maintain uniformity since the area of the Programme has remained the same.

Sample Universe: All rural union councils within the ten targeted districts of (1) Jhal Magsi, (2) Khuzdar, (3) Killa Abdullah, (4) Chaman (5) Pishin, (6) Washuk, (7) Duki (8) Zhob (9) Loralai,

and (10) Kech/Turbat) of Balochistan are considered as the universe of this survey. Urban union councils are exempted since the programme is limited to rural union councils. In each district a three-stage sampling will be used. Table 3 presents the sample calculation methodology at the Union Council (UC), Revenue Village (RV) and the Household levels for understanding of the consultant.

Table 3: Sample Calculation at the Union Council (UC), Revenue Village (RV) and the Household levels

Stage 1	Selection of union councils	<p>a. In districts where the total numbers of union councils are up to 40, two union councils will be selected at random.</p> <p>b. Where the total numbers of union councils are between 40 to 50, three union councils will be selected at random.</p> <p>c. Finally, where total union council number is more than 50 then four union councils will be selected.</p> <p>This guarantees that districts are represented roughly proportional to their number of union councils</p>
Stage 2	Selection of Revenue Villages	Within each selected union council, four revenue villages will be selected at random
Stage 3	Selection of Household	A fixed number of 50 households will be selected from each sampled revenue village. Within the sampled villages all the households will be listed based on the poverty score band of below 23 score and rest. An equal proportion of sample will be selected on random from each category.

Table 4 presents the sample for this survey. The list of households will be shared with the selected consultant for selection of the identified number of households. The consultant for NRSP will only conduct the survey in one NRSP district that is Kech.

Table 4: Sample size for the end-line survey

RSP	District	No. of Tehsils	Total No. of Union Councils (UCs)	No. of Sample Union Councils (UCs)	No. of Sample Rev. Villages	No. of Sample Households
NRSP	Kech	4	38	3	12	600

2.4 SURVEY INSTRUMENT AND DATA COLLECTION

The household survey questionnaire is attached as Annex V for reference. The questionnaire will be translated in Urdu/local language and uploaded on an android-based software for data collection. NRSP will facilitate this process and ensure alignment of the annexed questionnaire

with the translated version. The consultant must ensure that each term is well defined and consult NRSP for clarity. The data collection will be done through Computer Assisted Personal Interviews (CAPI) i.e., Tablet computers with customised software.

3. ROLES AND RESPONSIBILITIES

3.1 Role of the Third-Party Consulting Firm

The responsibilities of the consultant are mentioned below. This is to provide a context for the assignment. The details of responsibilities will be discussed with NRSP during the first consultative meeting. The consulting firm will be responsible, but not limited to, the following.

Inception Phase

- a. The consultant will conduct a thorough review of the baseline and midline socio-economic survey and other relevant documents and BRACE programme Log Frame shared by NRSP.
- b. The consultant will be responsible to conduct consultative meeting(s) with NRSP to ensure coherent understanding of the terms used in the questionnaire.
- c. The consultant will acquire the complete list of villages and households from NRSP and prepare in consultation with NRSP a clean list of sample villages and households (including adequate reserved cluster)
- d. The consultant will identify and on-board experienced team of enumerators for data collection.
- e. The consultant will plan and prepare relevant materials including training content and guidelines for enumerators training on data collection.
- f. The consultant will coordinate with NRSP and ensure their presence in the training.
- g. The consultant will be responsible translation and complete coding of the household survey questionnaire on the android-based software.
- h. The consultant will be responsible for pre-testing of the survey questionnaire and android based software with at least 10 interviews after the training is conducted.
- i. Prepare a 20-page inception report that includes definitions of terms referred in the questionnaire, the results and corrective measures from the pre-testing exercise, the evaluation results from the enumerator training, field activity and data collection plans.

Monitoring And Evaluation

The performance of the survey will be monitored through customised dashboard. The consultant will develop a customised real time dashboard to track and report the progress and quality of data collection on the following key indicators.

- i. Target, complete and projected households daily
- ii. Identify key indicators to check consistency and accuracy of the data to ensure quality and share this data with NRSP daily.

The monitoring team of RSPN and NRSP will do spot checks during the data collection. The reports will be reviewed by M&E team of RSPN and technical advisor of University of Mannheim and C4ED Germany to ensure quality of the report.

Data Collection Phase

- a. Conduct door to door survey of the sampled households as per the final list and maintain quality of each survey.
- b. Ensure completion of daily target household and strictly adhere to the timeline (other than exceptions brought in writing to NRSP)
- c. Ensure supervision and monitoring in compliance with the standard quality of data collection.
- d. Upload data on the android software and NRSP servers daily
- e. Generate and share daily report on the customised real time dashboard.
- f. Prepare clean dataset with proper labelling/coding in SPSS/STATA and submit to NRSP within 10 days of the completion of the data collection phase.

Data Analysis and Reporting

a. Inception Report

Inception Report of maximum 20 pages to be produced one month after the signing of the contract, or before the start of data collection in the field if inception phase activities are completed earlier than one month. In the report the contractor shall describe e.g., planning of the assignment, specification of the survey application (software), availability of tablet computers, hiring and training of the data collection team, analysis and finding of the pre-test, any difficulties encountered or expected in addition to the work programme and staff travel. The inception report should include a strategy to ensure staff retention and availability throughout the duration of the project. The consultant should not precede with his/her work unless NRSP sends comments on the inception report.

b. Clean Data Set

The contractor will provide complete, properly labelled and cleaned dataset in SPSS/STATA format to the satisfaction of the NRSP team.

c. Draft Survey Report

Draft final report not exceeding 70 pages (main text excluding annexures) will be submitted to NRSP according to the final structured agreed with NRSP. The report is expected to provide ample insights into the changes in household socioeconomic dynamics during the past five years. The report shall be submitted within the agreed timeline. The report must have graphical representation of the results along with data tables. The consultant is expected to use innovative tools to present data and analysis that appeal to a larger audience, donors, policy makers and professionals in the development sector.

d. Final Survey Report

Final reports with the same specifications as the draft final report, incorporating any comments received from NRSP and RSPN on the draft reports. The deadline for sending the final reports is 10 working days after receipt of comments on the draft final report. The report shall contain a sufficiently detailed description of the different options to support an informed decision. The detailed analyses underpinning the recommendations will be presented in annexes to the main reports. The final report must be provided along with the corresponding invoice.

e. Information Briefs on Impact

The consultant must identify key impact indicators relevant for reporting in consultation with NRSP and RSPN. They should prepare and design infographic and visually appealing 4 pages information brief/flyer highlighting the impact.

3.2 Role of the NRSP

NRSP will hire the services of consulting firm and facilitate them in undertaking the data collection exercise in their respective programme districts. The facilitation will be limited to link the consulting firm data collection teams to the sample villages and households. The reports referred in the deliverables must be submitted to the NRSP head office who is responsible for approving the reports, manage the assignment and provide technical assistance to the consultant.

3.3 Role of RSPN, University of Mannheim and Centre for Development & Evaluation

RSPN M&E team will also participate in the training of consulting firm's data collection team, participate in the consulting firm selection process and review the baseline and end-line survey reports and provide their input.

4. TIMELINE AND DELIVERABLES

The details of timeline and deliverables is provided in table 5. The timelines mentioned are tentative and subjected to change upon agreement between the consultant and NRSP. The NRSP contract closes on 30th June 2023. Therefore, the contract cannot be extended. The consultant must ensure that data collection is complete by no later than 30th May, 2023.

Table 5: Timeline and Deliverables for Payment

S.no	Deliverable	Timeline	Payment Schedule
1	Opening Date of RFP	19 th March 2023	Nil
2	Closing Date of RFP	04 th April, 22023	Nil
3	Signing of the Contract with Consultant	25 th April, 2023	Nil
4	Approval of Inception Report	02nd May, 2023	20%
5	Start of Data Collection	15 th May, 2023	Nil
6	Submission of Clean Data set with required tables	30th May, 2023	40%
7	Submission of Draft Survey Report	10 th June 2023	Nil
8	Approval of Survey Report	13th June 2023	20%
9	Submission of PPT and Information briefs	16th June 2023	20%
10	Designing, Printing and Publishing of the Report	22 nd June 2023	Nil

5. REQUIREMENTS FOR STAFF

Note that civil servants and other staff of the public administration of the partner country, or of international/regional organisations based in the country, shall only be approved to work as experts if well justified. The justification should be submitted with the tender and shall include information on the added value the expert will bring as well as proof that the expert is seconded or on personal leave.

5.1 Key Experts

The following Key experts are defined for the overall assignment, and they must submit CVs and signed Statements of Exclusivity and Availability. This team of Key experts will be working for the overall survey assignment/contract.

Key expert 1: Team Leader (1)

Qualifications and Skills: Minimum of master's degree in social sciences, Project Management, or equivalent' from a recognised University is required. A recognised foreign master's degree or PhD degree in any of these fields will be preferred.

General Professional Experience: Preferably 10 years' experience but a minimum of 5 years' experience in managing large scale surveys and evaluations in developing countries is required.

Specific Professional Experience

- Minimum of 5 years' experience in conducting assessment and evaluations of community demand-driven development programmes/projects in Pakistan or South Asia region.
- Knowledge of community mobilisation and livelihoods components within the context of Pakistan.
- Excellent and demonstrated skills in writing and presenting analytical reports in English. The team leader is expected to write the survey reports.
- Excellent communication and presentation skill
- Able to meet deadlines and work under pressure.

Key expert 2: Survey Expert (1)

Qualifications and Skills: Minimum of master's degree in social sciences, Research and evaluation or equivalent from a recognised University is required. A recognised foreign degree or higher degree or additional relevant certifications will be preferred.

General Professional Experience: A minimum of 5 years of designing and conducting large scale surveys and evaluation of development programmes is required. Higher Experience will get higher scores.

Specific Professional Experience

- Minimum of 5 years' experience in planning and implementing large scale socio-economic surveys.
- Excellent planning and team management skills preferred.
- Excellent communication and presentation skill preferred.
- Able to meet deadlines and work under pressure required.

Key expert 3: Gender Expert (1)

Qualifications and Skills: Minimum bachelor's degree in social science, development studies, gender, or related from a recognised University is required. A recognised foreign degree or higher degree or additional relevant certifications will be preferred.

General Professional Experience: Minimum of 3 years of experience working on gender issues. Higher Experience will get higher scores.

Specific Professional Experience

- Minimum of 3 years' experience in gender component in large scale socio-economic surveys.
- Excellent communication and presentation skill preferred.
- Able to meet deadlines and work under pressure required.

Key expert 4: Data Analyst (1)

Qualifications and Skills: Minimum of bachelor's degree or equivalent in Social Sciences, Statistics or computing from a recognised university is required. A foreign or higher degree and additional relevant certifications is preferred.

General Professional Experience: A minimum of 2 years' of doing analysis of large-scale quantitative data is required. Additional experience in qualitative data analysis is preferred.

Specific professional experience

- Demonstrated skills and experience in data analysis software, for example SPSS, STRAT and MS excel is required.
- Demonstrated skills and experience in preparing crosstabs, correlation analysis required. Experience of using regression analysis will be preferred.
-

Key expert 5: Android Based software developer (1)

Qualifications and Skills: Minimum of bachelor's degree or equivalent in software engineering, programming from a recognised University is required. A foreign degree or higher degree and additional relevant certifications is preferred.

General Professional Experience: A minimum of 2 years of developing software programmes is required. Higher relevant experience is preferred.

Specific professional experience

- Demonstrated experience of developing software applications for Computer Assisted Personal Interviews (CAPI) required.
- Demonstrated experience of developing analysis tables and dashboards is required.
- Experience in additional data base management, analysis and presentation tools is preferred.

All experts must be independent and free from conflicts of interest in the responsibilities they take on.]

5.2 Other experts, support staff & backstopping

[CVs for experts other than the key experts should not be submitted in the tender but the tenderer will have to demonstrate in their offer that they have access to experts with the required profiles. The Contractor shall select and hire other experts as required according to the needs. The selection procedures used by the Contractor to select these other experts shall be transparent, and shall be based on pre-defined criteria, including professional qualifications, language skills and work experience.

The costs for backstopping and support staff, as needed, are included in the tenderer's financial offer.]

5.3 Office accommodation

Office accommodation for each expert working on the contract is to be provided by the Contractor.

5.4 Facilities to be provided by the Contractor.

The Contractor shall ensure that experts are adequately supported and equipped. They must ensure that there is sufficient administrative, secretarial and interpreting provision to enable experts to concentrate on their primary responsibilities. It must also transfer funds as necessary to support their work under the contract and to ensure that its employees are paid regularly and in a timely fashion. This may include laptop computers, stationery, office space, travel and accommodation, communication and internet connectivity.

5.5 Equipment

No equipment is to be purchased on behalf of the Contracting Authority / partner country as part of this service contract or transferred to the Contracting Authority / partner country at the end of this contract. Any equipment related to this contract which is to be acquired by the partner country must be purchased by means of a separate supply tender procedure.

Intervention logic		Indicators	Baseline (incl. reference year)	Current Value (December 2022)	Targets (incl. reference year)	Sources and means of verification	Assumptions
Overall objective: Impact	To support the Government of Balochistan in reducing the negative impact of economic deprivation, poverty and social inequality, environmental degradation and climate change, and to turn this into opportunities to build and empower resilient communities participating actively in identifying and implementing socio-economic development activities on a sustainable basis in partnership with local authorities;	1) Poverty levels in Balochistan reduced as defined by the Government of Pakistan;	1) 2016: 71% population in Balochistan live in multi-dimensional poverty;	1) 2022: To be assessed at programme's evaluation phase;	1) 2023: No target;	1) Multidimensional Poverty in Pakistan;	
		2) Percentage of target households in the target districts with improved incomes;	2) 2017: 0%;	2) 2022: To be assessed at programme's evaluation phase;	2) 2023: 25% households;	2) Baseline, mid-term, final, and ex-post evaluations;	
		3) Percentage of target households, in the programme districts graduating from lowest to upper Poverty Scorecard (PSC) band levels;	3) 2017: 0%;	3) 2022: 48%	3) 2023: 40%;	3) Comparison of pre and post intervention poverty score card data of the targeted populations; (IPOR Report, 2021)	
Specific objective(s): Outcome(s)	SO 1: To empower citizens and communities and provide them with means enabling them to implement community-driven socio-economic development interventions, an increased voice and capability to influence public policy decision making through active engagement with local authorities for quality, inclusive, and equitable service delivery, and civic oversight;	1.1) Percentage of community institutions (men, women and mix) meeting the minimum scoring A or B on the Institutional Maturity Index;	1.1) 2017: 0;	1.1) 2020: 70% CIs secured A and B on the IMI (14% A and 56% B) ¹ ;	1.1) 2023: 70%;	1.1) Annual IMI Survey (from year-3);	GoB remains supportive of the community driven local development initiatives.
		1.2) Percentage of citizens satisfied with their involvement in local governance processes disaggregated by sex;	1.2) 2017-18: Consolidated results from SES baselines;	1.2) 2022: To be assessed at programme's evaluation phase;	1.2.) 2023: 50% over baseline;	1.2) Baseline, mid-term, final, and ex-post evaluations;	GoB fully owns and leads PFM reform process.
		1.3) Number of households who have increased assets or expanded businesses through IGGs;	1.3) 2017: 0;	1.3) 2022: 8,869	1.3) 2023: 9,542;	1.3) Programme monitoring reports;	Long-term GoB engagement continues for PFM reform.
		1.4) Number of TVET beneficiaries gainfully employing their skills disaggregated by (a) sex, (b) TVET skill;	1.4) 2017: 0;	1.4) 2022: 1,901	1.4) 2023: 2,169;	1.4) Programme monitoring and internal TVET assessment reports;	Inflation does not significantly erode

¹ This presents the results of 2022 IMI survey. According to NRSP IMI survey, 70% CIs are in category A and 30% in category B. According to BRSP IMI survey, 5% CIs are in category A and 60% in category B. The total number of CIs assessed include 424 CIs (61 LSOs, 120 VOs, and 243 COs)

		1.5) Number of beneficiaries with productive use of CIF disaggregated by (a) sex, (b) type of business;	1.5) 2017: 0;	1.5) 2022: 10,043	1.5) 2023: 17,595;	1.5) Programme monitoring and internal CIF assessment reports;	purchasing power of local populations.
		1.6) Number of women with improved reading and writing skills disaggregated by age;	1.6) 2017: 0;	1.6) 2022: 12,104	1.6) 2023: 12,064;	1.6) Programme monitoring and internal ALNS assessment reports;	Drought does not significantly affect livelihoods/ quality of life of local populations.
		1.1.7) Number of community infrastructure schemes having community-led O&M systems in place;	1.1.7) 2017: 0;	1.1.7) 2022: 326 initiated CPI schemes	1.1.7) 2021: 363 CPIs;	1.1.7) 7Progress reports, monitoring data and sectoral studies on CPIs,	Overall situation in Afghan bordering districts remains stable;
	SO 2: To foster an enabling environment for strengthening the capacities of local authorities to manage and involve communities in the statutory processes of the local public sector planning, financing and implementation process;	2.1) Status of Policy Framework for community-led local governance in Balochistan;	2.1) 2017: No community-led local governance policy exists;	2.1) 2022: CLLG Policy and Policy Framework endorsed, adoption and implementation pending.	2.1) 2023: Provincial CLLG Policy and Policy Framework adopted for implementation;	2.1) GoB notifications, meeting minutes and budget documents;	Political situation remains stable and supportive. GoB remains supportive of the community driven local development initiatives.
		2.2) Status of community led district planning, financing, implementation undertaken jointly between local authorities and the communities (a) for target districts, (b) for other districts of Balochistan province;	2.2) 2017: No mechanisms for joint community led planning, financing and implementation;	2.2) 2022: Balochistan CLLG Policy Framework including Notification of Joint District Development Committee (JDDC) ToR and District Planning Guidelines developed, application pending in 9 BRACE Districts;	2.2.) 2023: Balochistan CLLG Policy Framework including Notification of Joint District Development Committee (JDDC) ToR and District Planning Guidelines, applied in 9 BRACE Districts;	2.2) Notification streamlined JDDC. 2.2b) JDDC Meetings Minutes.	GoB fully owns and leads PFM reform process; Long-term GoB engagement continues for PFM reform.
Outputs/ Expected Results	ER 1 (SO1): Establishment and empowerment of a three-tiered participative system of federated community organisations at community, village and union council levels capable of development needs identification & prioritisation, development planning, resource mobilisation, and execution, and operation & maintenance of community infrastructures;	1.1.1) Number of households in the targeted areas brought into organised fold through formation of COs-VOs-LSOs (three-tiered) echelons;	1.1.1) 2017: 33,913 HHs organised in BCDP;	1.1.1) 2022: 287,869 households organised;	1.1.1) 2023: 294,713 households;	1.1.1) Progress reports and monitoring data;	No security risks arise due to law-and-order situation.
		1.1.2) Number of Community Organisations (COs) formed (men, women and mix);	1.1.2) 2017: 3,144 COs;	1.1.2) 2022: 26,013 COs formed;	1.1.2) 2023: 19,129 COs;	1.1.2) Progress reports and monitoring data;	No difficulty of access to project area due to harsh geographic /climatic conditions.
		1.1.3) Number of Village Organisations (VOs) formed (men, women and mix);	1.1.3) 2017: 783 VOs;	1.1.3) 2022: 5,660 VOs formed;	1.1.3) 2023: 3,085 VOs;	1.1.3) Progress reports and monitoring data;	No natural calamities occur;
		1.1.4) Number of Local Support Organisations formed (men, women and mix);	1.1.4) 2017: 39 LSOs;	1.1.4) 2022: 237 LSOs formed;	1.1.4) 2023: 243 LSOs;	1.1.4) Progress reports and monitoring data;	
		1.1.5) Number of Tehsil LSO Networks formed;	1.1.5) 2017: 0;	1.1.5) 2022: 22 Tehsil LSO Networks formed;	1.1.5) 2023: 31 Tehsil LSOs Network;	1.1.5) Notification by LGRD department of GoB;	

		1.1.6) Number of District LSO Networks formed;	1.1.6) 2017: 0;	1.1.6) 2022: 9 District LSO Network formed	1.1.6) 2023: 9 District LSOs Network;	1.1.6) Notification by LGRD department of GoB;	
		1.1.7) Number of CRPs hired and trained on social mobilisation and Community Awareness Toolkit (CAT), disaggregated by sex;	1.1.7) 2017: 0;	1.7) 2022: 1071 (539 male and 532 female) CRPs hired and trained on social mobilisation and Community Awareness Toolkit (CAT)	1.1.7) 2023: 823;	1.1.7) Progress reports and monitoring data;	
		1.1.8) Number of CAT sessions held with organised community members;	1.1.8) 2017: 0;	1.1.8) 2022: 124,610 CAT sessions held	1.1.8) 2023: 160,684 sessions with at least 70% of COs;	1.1.8) Progress reports and monitoring data;	
		1.1.9) Number of CI members trained in CMST, LMST and MALT, disaggregated by sex;	1.1.9) 2017: 0;	1.1.9) 2022: 43,156 (37,167 CO members trained in CMST, and 5,989 VO/LSO members trained for LMST and MALT)	1.1.9) 2023: 46,914 (40,258 CO members trained in CMST, and 6,656 VO/LSO members trained for LMST and MALT);	1.1.9) Progress reports and monitoring data;	
		1.1.10) Number of activist workshops/manager conferences held;	1.1.10) 2017: 0;	1.1.10) 2022: 392 events	1.1.10) 2023: 399 events;	1.1.10) Event records and progress reports;	
		1.1.11) Number of recreational events for youth held, disaggregated by sex;	1.1.11) 2017: 0;	1.1.11) 2022: 546 events (31,098 youth trained)	1.1.11) 2023: 561 events (22,540 participants)	1.1.11) Event records and progress reports;	
		1.1.12) Number of district Joint Development Committee (JDC) forums established;	1.1.12) 2017: 0;	1.1.12) 2022: 9	1.1.12) 2023: 9;	1.1.12) District JDC notifications;	
		1.1.13) Number of tehsil Joint Development Committee (JDC) forums established;	1.1.13) 2017: 0;	1.1.13) 2022: 30	1.1.13) 2023: 31;	1.1.13) Tehsil JDC notifications;	
		1.1.14) Number of district and tehsil Joint Development Committee (JDC) meetings held;	1.1.14) 2017: 0;	1.1.14) 2022: 145 (88 at district level and 57 at tehsil level) joint community-LA accountability forums held in JDDC meetings;	1.1.14) 2023: 190 district and tehsil JDC meetings;	1.1.14) District and tehsil JDC meeting records (minutes, attendance, report);	
	ER 2 (SO1): Increased capacity of citizens, communities and marginalised groups, particularly women, to	1.2.1) Number of stakeholder meetings/workshops held for village and UC development plans.	1.2.1) 2017: 0;	1.2.1) 2022: 93	1.2.1) 2023: 136;	1.2.1) Meeting and workshop records, progress and monitoring reports;	Local government remains willing to engage with these community institutions.

	assert their rights and hold local authorities accountable by engaging them in joint participatory development planning and execution for a more relevant and efficient public service delivery;	1.2.2) Number of community institutions having developed VDPs and UCDPs, and resource mobilisation strategies, in partnership with local authorities disaggregated by type of institution (CO/WO, VO or LSO);	1.2.2) 2017: 583 VOs and 39 LSO developed VDPs and UCDPs respectively;	1.2.2) 2022: 3,241 VOs and 237 LSOs	1.2.2) 2023: 3,085 VOs and 243 LSOs;	1.2.2) Local development plans, progress reports and monitoring data;	No natural calamities occur. GoB has adequate resources and technical capacity to support implementation of action. GoB official turnover is at reasonable levels;
		1.2.3) Percentage of women VOs involved in local development planning;	1.2.3) 2017: 0%;	1.2.3) 2022: 11% involved in planning (4% only women VO and 7% mixed)	1.2.3) 2023: 100%;	1.2.3) Progress reports and monitoring data;	
		1.2.4) Number of community-LA joint accountability forums held disaggregated by district;	1.2.4) 2017: 0;	1.2.4) 2022: 145 (88 at district level and 57 at tehsil level) joint community-LA accountability forums held in JDDC meetings;	1.2.4) 2023: 190 joint community-LA accountability forums;	1.2.4) Event reports, meeting minutes and action plans;	
		1.2.5) Percentage of resources mobilised from sources other than the government for projects prioritised in development planning;	1.2.5) 2017: 0%;	1.2.5) 2022: will be consolidated in March 2023	1.2.5) 2023: 10%;	1.2.5) Progress reports and monitoring data;	
	ER 3 (SO1) Improved access of communities, particularly women and marginalised groups, to quality public climate-resilient community infrastructures;	1.3.1) Number of Community Physical Infrastructure (CPI) schemes implemented by Community Institutions (CIs);	1.3.1) 2017: 0;	1.3.1) 2022: 326 CPI schemes initiated and 218 are completed;	1.3.1) 2023: 363 CPIs;	1.3.1) Progress reports and monitoring data;	No natural calamities occur;
		1.3.2) Number of households benefitting from using CPI schemes;	1.3.2) 2017: 27,800 HHs benefitted from CPIs built in BCDP;	1.3.2) 2022: 24,575 additional HH benefitting from completed CPI schemes	1.3.2) 2023: 17,660 additional households;	1.3.2) Progress reports and monitoring data;	
		1.3.3) Number of CPIs compliant with environmental and climate resilience standards;	1.3.3) 2017: 0;	1.3.3) 2022: 326 CPIs (100%) of the initiated schemes;	1.3.3) 2023: 363 CPIs;	1.3.3) Progress reports and monitoring data;	
	ER 4 (SO1): Increased number of poor community members, particularly women and marginalised groups, are equipped with socio-economic opportunities;	1.4.1) Number of community members trained in TVET skills, disaggregated by sex;	1.4.1) 2017: 0;	1.4.1) 2022: 2,717 (1,042 men, 1,675 women)	1.4.1) 2023: 3,098;	1.4.1) Progress reports and monitoring data;	No security risks arise due to law-and-order situation; No natural calamities occur. GoB remains supportive of the
		1.4.2) Number of target poor household members received the IGG/Asset transfer for productivity and income enhancements, disaggregated by sex;	1.4.2) 2017: 0;	1.4.2) 2022: 12,670 (3,267 men, 9,403 women);	1.4.2) 2023: 13,632;	1.4.2) Progress reports and monitoring data;	

		1.4.3) Number of target poor households received the CIF support, disaggregated by sex;	1.4.3) 2017: 0;	1.4.3) 2022: 11,159 (3,993 men, 7,166 women)	1.4.3) 2023: 19,550;	1.4.3) Progress reports and monitoring data;	community-driven local development initiatives.
		1.4.4) Number of Community Bookkeepers (CBKs) hired and trained on managing CIF sub-grants, disaggregated by sex;	1.4.4) 2017: 0;	1.4.4) 169	1.4.4) 2023: 243;	1.4.4) Progress reports and monitoring data;	
		1.4.5) Number of community members provided with adult literacy and numeracy skills, disaggregated by sex;	1.4.5) 2017: 0;	1.4.5) 2022: 12,104 women	1.4.5) 2023: 12,064;	1.4.5) Progress reports and monitoring data;	
		1.4.6) Number of Business Development Centres established.	1.4.6) 2017: 0;	1.4.6) 2022: 2	1.4.6) 2023: 8 (BRSP);	1.4.6) Progress reports and monitoring data;	
		1.4.7) Number of PWDs provided with assistive devices disaggregated by sex and type of disabilities;	1.4.7) 2017: 0;	1.4.7) 2022: 6,056 PWDs (3,851 men, 2,205 women) provided 6,776 assistive devices	1.4.7) 2023: 6,271;	1.4.7) Progress reports and monitoring data;	
	ER 5 (SO1): Improved capacity of elected members of local councils at the Union Council, municipality and district level; local government authorities' staff, and officials of the line departments to involve communities in planning, co-resourcing and managing local development activities;	1.5.1) Number of government officials/ elected government representatives trained on participatory community development approaches, disaggregated by sex;	1.5.1) 2017: 0;	1.5.1) 2022: 320;	1.5.1) 2023: 332 government officials and elected representatives;	1.5.1) Progress reports, monitoring data and event reports;	GoB remains supportive of the community-driven local development initiatives.
		1.5.2) Number of officials of LGs, LAs and LSOs members participated in exposure and learning visits, disaggregated by sex;	1.5.2) 2017: 0;	1.5.2) 2022: 3,869 (3,317 males and 552 females)	1.5.2) 2023: 3,765 participants;	1.5.2) Progress reports, monitoring data and event reports;	Local bodies election held as per the amended BLGA in 2022.
		1.5.3) Number of events for exposure visits of community activists, LA's, and LSO representatives;	1.5.3) 2017: 0;	1.5.3) 2022: 226 events	1.5.3) 2023: 189 events;	1.5.3) Progress reports, monitoring data and event reports;	The turnover of trained provincial and district staff is modest.
		1.5.4) Number of annual national and provincial LSOs conventions highlighting BRACE held ;	1.5.4) 2017: 0;	1.5.4) 2022: 5 events (4 national and 1 provincial)	1.5.4) 2023: 8 events (5 national 3 provincial annual LSOs conventions)	1.5.4) Event reports;	
		1.5.5) Number of government officials and elected representatives participated in regional visits, disaggregated by sex;	1.5.5) 2017: 0;	1.5.5) 2022: 41	1.5.5) 2023: 62;	1.5.5) Regional visit reports;	

		1.5.6) Number of elected representatives trained on local government finance, budget and accounts, planning and development, and bylaws and business rules under BGLA 2010/2020, disaggregated by sex;	1.5.6) 1,036 Chairman, Vice Chairman, Mayors, Deputy Mayors trained on finance, budget, audit, accounts, P&D, LG General Powers & Enforcement, Rules and Bylaws under BLGA 2010);	1.5.6) 2022: to be initiated in Jan 2023	1.5.6) 2023: 2,500 elected representatives trained (BRSP);	1.5.6) Progress reports, monitoring data and event reports;	
ER 6 (SO1): Experiences on the ground are assessed and disseminated in order to inspire the design of the building blocks of a Local Development Policy framework;	1.6.1) Number of assessments and research studies completed;	1.6.1) 2017: None;	1.6.1) 2022: 9 (3 out of 3 thematic studies complete, 1 synthesis report underway, 3 out of 3 PAR complete – nexus study is underway, 3 out of 4 IMI surveys complete)	1.6.1) 2022: 11 (3 thematic studies and 1 synthesis report, 3 participatory action research studies, 4 annual IMI surveys);	1.6.1) IP progress reports, monitoring data and thematic/research study reports ;	GoB remains supportive of the community driven local development initiatives;	
	1.6.2) Number of dissemination events held;	1.6.2) 2017: 0;	1.6.2) 2022: 2 events;	1.6.2) 2022: 5 events;	1.6.2) Event reports;		
	1.6.3) Number of participants attending dissemination events disaggregated by sex;	1.6.3) 2017: 0;	1.6.3) 2022: 259 participants (57 women, 202 men);	1.6.3) 2022: 500;	1.6.3) Event reports;		
ER 1 (SO2): A dedicated policy framework to deliver economic, environmental and social outcomes in a process involving the local authorities and communities, and its institutional arrangements for community-led development and participation in local governance processes for effective service delivery in partnership with local authorities is developed;	2.1.1) Status of GoB CLLG Policy;	2.1.1) 2017: There is no GoB CLLG Policy Framework in place, except for BRACE Programme agreement between GoP/GoB and EUD;	2.1.1) Final Draft of CLLG Policy formulated and approved by SPDC in Sept 2022	2.1.1) 2022: Final draft GoB CLLG Policy formulated.	2.1.1) Final Draft of GoB CLLG Policy Document.	The GoB adopts CLLG policy & approves LGA amendments that are conducive for community-led development and citizen’s participation in local governance.	
	2.1.2) Status of Balochistan Local Government Act (LGA) 2010 reforms regarding engagement of CIs, gender mainstreaming and district development forums;	2.1.2) 2017: No amendments/ reforms in Balochistan LGA 2010;	2.1.2) 2020-21: Amendments to BLGA 2010 submitted to LGRDD and approved/adopted by GoB in August 2022	2.1.2) 2020-21 Amendments to LGA 2010 submitted to LGRDD:	2.1.2) TA action memos with Balochistan LGA 2010 Amendments as captured in the Balochistan LG Act Amendment Bill 2022 ;	GoB fully owns and leads PFM/PEFA and Financial Regulations (FR) reforms and sustains the ongoing inter-governmental fiscal reforms process that supports more devolved budgets and other resource allocations to the GoB LG&RD sector.	
	2.1.3) Status of District PFM Assessments;	2.1.3) 2017: Provincial Balochistan PEFA Assessment carried out, but no district PEFA assessments;	2.1.3) 2022: No District PEFA assessments carried out; SWOT assessment is under development in 2 selected BRACE districts.	2.1.3) 2022: District PFM assessments carried out in 2 selected BRACE districts.	2.1.3) District PFM SWOT Assessment Reports.		

							The GoB ensures buy in and transfer/posting of relevant senior staff is infrequent;
ER 2 (SO2): Local governments/ authorities have improved capacities to become "developmental", mobilise their resources to reach out communities, and systematically involve them in planning, co-resourcing and managing local development activities;	2.2.1) Status of capacity needs assessment of provincial/local government authorities. ;	2.2.1) July- 2017: Provincial PEFA findings showed low scores of all PFM Indicators. PFM Assessment Reports show weak district PFM capacity;	2.2.1) 2022: District PFM SWOT assessment for 2 BRACE districts is under development	2.2.1.) 2022: District PFM SWOT assessments in 2 BRACE Districts;	2.2.1) DDS&P assignment report, District PFM SWOT assessment reports and TA exit strategy reports.	<p>The turnover of trained provincial and district staff by BRDA is modest.</p> <p>The prevailing law and order situation in the province and nationally remains conducive to implementing community driven development and empowerment.</p> <p>GoB provides financial resources to the BRDA, districts and sub-districts to implement community driven local development initiatives.</p> <p>Concerned institutions and government agencies coordinate and collaborate with each other in planning, budgeting and implementation;</p>	
	2.2.2) Number of CLLG trainers trained at provincial/district level, disaggregated by sex;	2.2.2) July 2017: 0;	2.2.2) 2022: 57 trainers (1 females and 56 males) trained on District Coordination Courses	2.2.2) 2022: 57;	2.2.2) Training Report , Attendance sheets of trainees and learning outcomes assessment reports;		
	2.2.3) Status of capacity building with BRDA for GoB provincial/local authorities in support of CLLG policy;	2.2.3) 2017: No specific capacity building of BRDA by development partners or GoB provincial/local authorities in support of CLLG policy;	2.2.3) 2022: TA with BRDA conducted a needs assessment and developed (2021) a Capacity Building Plan (Endorsed in Feb 2022)	2.2.3) 2023: TA with BRDA designs and implements part of BRDA Capacity Building Plan that enhances capacity of provincial /local government authorities to implement the GoB CLLG policy;	2.2.3) Approved training modules/ curriculum, attendance sheets of trainees and training/learning outcomes assessment reports;		
ER 3 (SO2): The Balochistan Rural Development Academy has acquired the necessary capacity to deliver a comprehensive capacity building programme on community-led development and local governance and build the	2.3.1) Status of BRDA’s institutional, organisational and leadership/management capacity and role in the transformative processes in the Local Government Sector in Balochistan;	2.3.1) 2017: BRDA has limited autonomy as per Rules of Business to develop itself as a Training Centre of Excellence. No strategic change management plan is place;	2.3.1) 2022: BRDA Rules of Business updated and capacity building plan submitted to LGRDD/BRDA	2.3.1) 2022: Proposed BRDA updated Rules of Business (RoB) and comprehensive capacity building plan submitted to LGRDD.	2.3.1) Proposed updated BRDA Rules of Business, BRDA capacity building plan with institutional position paper/ strategic plan vision/ mission statements, objectives strategies programmes and financial plan;	<p>The turnover of trained provincial and district staff by BRDA is modest.</p> <p>The prevailing law and order situation in the province and nationally remains conducive to implementing community driven</p>	

	capacities of local authorities to reach out to communities, and systematically involve them in planning, co-resourcing and managing local development activities;	2.3.2) Status of BRDA administrative and organisational development structures and systems;	2.3.2) 2021: Administrative and organisational structures and systems for BRDA are weak, and limited budget/funding;	2.3.2) 2022: BRDA capacity assessment completed, and Rules of Business developed, identifying strengthened administrative, staff skills, & organisation structure; and budgets	2.3.2) 2022: BRDA capacity building plan identified strengthened administrative, staff skills, & organisation structure; and budgets;	2.3.2) BRDA organisational chart, HRM&D policies/ manuals, Standard Operating Procedures (SOPs) and IT systems specifications and proposed Budgets;	<p>development and empowerment.</p> <p>GoB provides financial resources to the BRDA, districts and sub-districts to implement community driven initiatives.</p> <p>Concerned institutions and government agencies coordinate and collaborate with each other in planning, budgeting and implementation.</p> <p>BRDA continues to actively engage in the capacity building plan through the provision of time and resources in planning, implementation and monitoring;</p>
		2.3.3) Status of capacity of the BRDA faculty and pool of trainers and researchers with regard to community led development approaches;	2.3.3) 2021: Capacity of BRDA faculty and pool of trainers and researchers is weak;	2.3.3) BRDA staff capacity building plan formulated, and implementation initiated	2.3.3) 2022 BRDA staff capacity building plan formulated, and implementation initiated;	2.3.3) BRDA Rule of Business; Staff Schedule of Staff Deployment Structure (SNE), Training/Learning Outcomes Assessment Reports;	
		2.3.4) Status of BRDA financial management and institutional sustainability;	2.3.4) 2017: BRDA lacks mandate to generate its own resources and has limited GoB funding for operational, recurrent exp. and investments;	2.3.4) 2022: Rules of Business developed, supporting diversified funding/ financing operations, and sub-contracting training activities and programme	2.3.4) 2023: Proposed BRDA RoB and Business Plan to support diversified funding/ financing operations, and sub-contracting training activities and programme;	2.3.4) BRDA business plan and budget, accounts and other financial statements;	
		2.3.5) Status of BRDA training curriculum and modules in support of community-led local development approaches;	2.3.5) 2017: Integrated curriculum of training modules on CDLG&RD not in place;	2.3.5) 2022: Coherent BRDA curriculum including 4 training modules on community-led development and local governance developed. (CLLG policy curriculum developed and training modules under development)	2.3.5) 2023: Coherent BRDA curriculum training modules on community-led development and local governance, based on modules developed during BRACE;	2.3.5) Training modules and delivery guidelines and modules and evaluation reports on their relevance, quality and delivery	
		2.3.6) Extent of provincial, local government staff, elected local government, authority representatives and community institution leaders (both male &	2.3.6) 2017: No structured BRACE-supported trainings undertaken by or through BRDA;	2.3.6) 2022: The TA trained 57 stakeholders from 9 BRACE districts	2.3.6) 2023: The TA District Coordination (DC) Courses engage 7 stakeholders from each district to become change agents	2.3.6) TA district coordination course attendance sheets; DC training modules, and DC training evaluation;	

		female) trained by BRDA in various subjects;			in their district, which is 10% of a critical mass of 50 stakeholders per district, that need to be reached and mobilised;		
		2.3.7) Status of linkages and collaborative initiatives between the BRDA and similar provincial, national, regional and international institutions;	2.3.7) 2017: No training exchanges linkages, twinning arrangements in place with other reputed institutes or organisations;	2.3.7) 2022: BRDA is coordinating with the Hague Academy for Local Governance, no local linkages developed;	2.3.7) 2023: BRDA activates sustainable training/ technical exchanges, (twinning) linkages with local institutes (rural development academies other provinces)) and international organisations (Hague Academy for Local Governance);	2.3.7) Twinning partnerships MoUs and project records.	
	ER 4 (SO2): Technical and institutional capacities of implementing partners strengthened to effectively support the Government of Balochistan (GoB) in its objective of improving public service delivery;	2.4.1) Status of IPs a common BRACE results framework agreed with GoB/EUD;	2.4.1) 2017: No IPs common results framework exists;	2.4.1) 2022: Adopted/Implemented	2.4.1) 2017: A common results framework and KPIs for IPs, agreed with EUD/GOB, is active;	2.4.1) Updated common results framework and KPIs;	GoB remains supportive of the CLLG&RD initiatives and is ready to take over after BRACE programme and expand its outreach in remaining districts.
		2.4.2) Status of a uniform BRACE monitoring system of IPs;	2.4.2) 2017: No uniform monitoring system exists;	2.4.2) 2022: Adopted/Implemented	2.4.2) 2017: IPs follow their own monitoring systems; and report jointly through the SPDC;	2.4.2) Progress reports of respective BRACE IPs;	GoB P&DD incorporate Development Committee (JDCs or with any other name for development work) in Draft Planning Manual and align plans (VDP/UCDP/DDP) with the LG&RDD/P&DD/FD policies.
		2.4.3) Status of uniformity of the IPs implementation strategies for the various components of the programme;	2.4.3) 2017: No uniform IPs implementation strategies exists;	2.4.3) 2022: Adopted/Implemented	2.4.3) 2017: IPs follow uniform, but contextualised, implementation strategies for the various components of the programme;	2.4.3) Programme Implementation Manuals & Guidelines.	GoB/LG&RDD integrates CIs with VDPs/UCDPs/DDPs in implementation of CDLG
		2.4.4) Status of district and sub-district level VDP/ LSO-UCDP/ LSO-DDP alignment with GoB DDP;	2.4.4) 2017: No district and sub-district level VDPs/ UCDPs/ DDPs structures and systems;	2.4.4) 2022: District and sub-district level VDPs/ UCDPs/ DDPs structures and systems under development	2.4.4) 2023: CIs VDPs/UCDPs finalised to be aligned with GoB DDPs;	2.4.4) VDP/ UCDP/ DDP documents;	
		2.4.5) Status of integration of community institutions (CIs) with district local governance systems (in JDCs);	2.4.5) 2017: No formal integration of CIs in JDC	2.4.5) 2022: CLLG Policy forwarded, and Implementation	2.4.5) 2022: CLLG Policy and Implementation Arrangements on	2.4.5) Final draft CLLG Policy and Implementation	

			or in GoB development plans;	Arrangements under development	coordinated District Development Planning forwarded to GoB for approval;	Arrangements within Policy (Section 4) and JDDC meeting agendas and minutes	GoB LG&RDD ensures the achievement of KPIs achievements against set targets.
		2.4.6) Status of coordinated monitoring system of all IPs, with GoB/LG&RDD in the lead;	2.4.6) 2017: No coordinated monitoring system of IPs with GoB/LG&RDD in lead exists;	2.4.6) 6 out of 8 SPDC meetings held	2.4.6) 2020: Notified SPDC is held every 6 months (biannually);	2.4.6) Minutes of SPDC meetings.	
	ER 5 (SO2): Crosscutting/managerial tasks implemented in support of BRACE objectives and expected results;	2.5.1 Status of the BRACE Programme Exit strategy;	2.5.1 2017: No joint BRACE Programme Exit strategy;	2.5.1) 2022: RSP component Exit Strategy submitted and being implemented, Overall Exit Strategy not developed.	2.5.1) 2022: BRACE Programme Exit Strategy finalised in consultation with BRACE stakeholders;	2.5.1) BRACE Programme Exit Strategy Report.	<p>GoB and BRACE IPs committed to and ensures the sustainability of the BRACE Programme results and outcomes.</p> <p>GoB remains supportive of its LG&RD initiatives (Policy).</p> <p>BRACE IPs ready to assume new roles/positions under a GoB CLLG Policy and in a CLLG Programme. GoB and BRACE IPs remains committed to the adoption and implementation of the C&V Strategy and Action Plan Documents.</p> <p>GoB and BRACE IPs remains committed to the adoption and implementation of the Gender Mainstreaming Strategy (GMS) and Action Plans.</p>
		2.5.2) Status of Joint BRACE Communication & Visibility (C&V) Strategy and Action Plan;	2.5.2) 2017: No joint BRACE IPs' C&V Strategy;	2.5.2) 2022: 2022: Adopted/Implemented	2.5.2) 2023: Common BRACE C&V Strategy developed and implemented.	2.5.2) BRACE Joint/Global Communication and Visibility (C&V) Strategy document and minutes of C&V WG and committee meetings;	
		2.5.3) Status of BRACE Gender Mainstreaming Strategy (GMS) Strategy and Action Plans;	2.5.3) 2017: No common BRACE Gender Mainstreaming Strategy and coordinated GMS Action Plans in place;	2.5.3) 2022: Adopted/Implemented	2.5.3) 2023: BRACE Gender Mainstreaming Strategy & Action Plans finalised with RSPs and GoB and prioritised 10 GMS actions implemented for the latter.	2.5.3) GMS Document and GMS Action Plan documents of RSPs and relevant GoB stakeholders, and report of GMS prioritised action plans of GoB stakeholder (5 GoB departments - 2 actions each department);	
		2.5.4) Status of BRACE website.	2.5.4) 2017: No BRACE programme website exists;	2.5.4) 2022: Website launched and regularly updated	2.5.4) 2020: BRACE website launched and updated quarterly;	2.5.4) Updated BRACE programme website;	
		2.5.5) Status of governance, policy action research studies and trainings;	2.5.5) No specific BRACE governance, policy action research studies and trainings conducted;	2.5.6) 2022: Completed two out of three; TA Action Research on Theory of Change	2.5.5) 2023: TA Action Research on Theory of Change, and District Development Strategy	2.5.5) ToC/DDSP action research reports and action research dissemination	

				completed, District Development Strategy & Plan Assignment and Action Memos developed and local government sector plan assignment under development	& Plan conducted and Action Memos on training on District Development Strategy & Plan, and local government sector plan assignment drafted;	workshop reports and action memos by TA.	GoB adopts recommendations of research studies;
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LSIT OF BRACE PROGRAMME UCS

Serial#	Villages	sample 1	sample 1 replacement	sample 2	sample 2 replacement	Grand Total
	Nodiz	160	48	40	12	260
1	Abbas Abad Ward	10	2	1		13
2	Mayar Jamal Ward	18	3	5		26
3	Meer Abdul Qayum Ward Godi	28	5	9	2	44
4	Meer Khan Muhammad Gichki Ward	22	10	5	1	38
5	Qadir Bakhsh Bazar Ward	24	6	5	4	39
6	Shay Kahn Dalay Bazar Ward	23	8	9	2	42
7	Shay Kahn Meerobazar Ward	10	5	1	3	19
8	Shay Kahn Rasool Bakhsh Mehla Ward	20	5	4		29
9	Tekadar Abdullah Ward	5	4	1		10
	Pullabad	160	48	40	12	260
1	Balochi Bazar Kohad	10	4	6	2	22
2	Bostan Bazar	2		2	1	5
3	Hoth Jo	4	3	2	1	10
4	Kalatuk Bazar Kohad	20	5	5		30
5	Kasano Cheri Bazar	3	2	2		7
6	Kasano Sari Bazar			2		2
7	Kohad	58	20	14	3	95
8	Nokan Kahn	24	3	2		29
9	Pullabad Garbi	36	11	5	5	57
10	Pullabad Shirki	3				3
	Sami	160	48	40	12	260
1	Balochi Bazar Sami	10	3	3	1	17
2	Hironk	69	24	4	1	98
3	Kallag Sami	13	7	14	1	35
4	Karki	16	3		1	20
5	Master Aziz Ward	16	3	6	3	28
6	Nasir Bazar Sami	5	2	1		8
7	Sami Magrebi	9	1	2	1	13
8	Sami Mashriqi	22	5	10	4	41
	TOTAL	480	144	120	36	781

General (enumerator and respondent could be male/female)

Ref: EU/BRACE/07/ENDLINE-I/2023

*Balochistan Rural Development and Community Empowerment (BRACE)
Programme*

Socio-Economic Survey (SES)
(Endline – 2020-23)

HOUSEHOLD QUESTIONNAIRE¹

¹ The Questionnaire is being adopted from the PSLM 2007-8 questionnaires and amended according to the needs of this survey.

CONSENT FORM

My name is [name of enumerator] and I am representing Balochistan Rural Support Programme (BRSP) / National Rural Support Programme (NRSP). If you please recall about your household's participation in the baseline survey undertaken in 2017-18. Now, we are conducting a follow-up survey about to measure the changes in the socio-economic conditions of households and their access to public services [e.g.: drinking water, education, health facilities, etc.] in your area. The information we collect will help the BRSP/NRSP better understand the current socio-economic conditions of households as compare to earlier phase of survey and how access to public services affects the economic situation of households living in Balochistan. There are no direct benefits to you for participating in this survey. However, the results of this survey will help the [BRSP/NRSP], government local authorities and other development organisations to develop community development programmes and policies for overall socio-economic improvements and specially empowering poor, poorest and women in Balochistan.

As this is a panel survey, therefore your household has been selected again for the midline survey, like many other households in this area. We will be asking questions about your household members, age, education, health, income and assets. We think that the whole discussion will not pose any risk to you and your household members. The interview usually takes about 45 minutes. Your answers will remain confidential and will be used anonymously in the survey report. The survey results will not mention any names of you or your household members. Your views are important and will help to improve the work and knowledge of BRSP/NRS and other organisations working for the development in Balochistan.

We understand that sometimes some people choose not to participate in the survey for many reasons. You are free to choose whether or not to participate in this survey. If you do choose to participate, you are free to withdraw from the survey at any time. If you choose not to participate or you choose to withdraw, your decision will not adversely affect your position in community or relationship with BRSP/ NRSP working in your area.

Authorisation:

I have understood the consent form and decided that I will voluntarily participate in the study described above. Its general purposes, the procedures, and possible risks and benefits have been explained to me.

The consent taken from (Name): _____ Signature (if literate): _____ Date: _____

The consent taken by (Name, if illiterate): _____ Date: _____

Consent verified by (Name): _____ Signature: _____ Date: _____

Note: If the respondent is not literate the enumerator will take verbal consent and the Field Supervisor verifies that a verbal consent was obtained, by signing this document. The signing will occur on a printed sheet of randomly selected households in case of electronically tablet for survey.

A. Household Identification

1	RSP Name	NRSP
2	District	*[select from drop down]
3	Tehsil/Sub-division	*[select from drop down]
4	Union Council	*[select from drop down]
5	Revenue Village	*[select from drop down]
6	Village (Settlement)	*[select from drop down]
7	Sample Rank	*[select from drop down]
7a	Household ID	
7b	ID of replaced HH	
8	Name of current Household Head	
8a	Name of HH Head in Baseline/Midline	*Pre-feed from sampling
8b	Is the HH head same as baseline/midline (Yes/if No [state the reason])	
9	Current Household Head CNIC	*Pre-feed from sampling if same/ Open to write with 13 digits if changed
9a	Is HH a member of CO	
10	Household Address	Open to write
11	Name of Respondent	Open to write
11a	Is Respondent member of the CO	
11b	If respondent is not a member of the CO, name of CO member from the HH	
12	Sex of the Respondent	*[select from drop down]
13	CNIC of the Respondent	Open to write with 13 digits
14	Name of the Interviewer	*[select from drop down]
15	Name of the Supervisor	*[select from drop down]

Overall Assessment (to be filled by the interviewer)

1	Result	1. Completed with selected household			2. Completed with replacement
2	Behaviour of the respondent	1. Co-operative	2. Normal	3. reluctant/hesitant	4. non serious/talkative

B. Household Demography and Political Participation

[Read] Next, I would like to talk with you about your household and household-members. A household corresponds to a person or a group of persons (either related or not) who live in one house—whether it is fully or partially occupied, share expenditure and who cook in one cooking pot. One household might be composed of one or more families. I would like to talk about all the household members that are currently present or left for short period of time (less-than 6 months duration). Now please give the names of all members of your household (Please do not list guests or visitors). Start with head of the household.

ID C	1. Names of those household members who usually reside together and eat together (Write household head's name first)	2. [Name] sex?	3. [Name's] Residential Status?	4. Name's] Relationship with the Household head?		5. [Name's] Age in complete years?	6. [Name's] CNIC (if => 18yrs) or Birth Certificate, (if <18yrs)? Pre-feed not to offer CNIC if age <18	7. [Name's] Marital Status?	8. [Name's] If Married, Marriage registration ?	9. Disability
		1= Male 2= Female 3= Trans	1=Present 2=Not present (temporarily)	1=Head 2=Son/daughter 3=Brother/sister 4=Grandfather/mother 5=Son/daughter in law	8=Spouse 9=Father/mother 10=Grandchild 11=Nephew/niece 12=uncle/aunt 13=other relative		1=Has Birth Certificate/CNIC 2=Applied for Birth Certificate/CNIC	1= Unmarried 2= Married 3= Divorced	1=Yes, Nikkah Nama available 2=Nikkah Nama registered	1=Hearing 2=Speech 3=Visual 4=Mental 5=Limb

ANNEX V

				6=Father/mother in law 7=Brother/sister in law	14 Not related		3=No Birth Certificate/CNIC	4= Widow 5= Separated 6= Other	with UC/Registrar 3=None	6= Multiple disability 7=Polio 8=Other 9=None
ID C	10. If above 18 [Name] is a registered Voter? 1=Yes 2=No	11. Is [Name] active member of political Party? 1=Yes 2=No	12. If 18 or above [Name] voted in the last Elections? Multiple choices							13. If , No, main reason: 1=Was not available 2= Not interested 3=CNIC not available 4=No Use 5=Social & cultural barriers to women 5=Other
			a. National Assembly	b. Provincial Assembly	c. Union Council Councillor	d. District Council Member				

C. Household Educational Status

	Applicable if age is 10 years or greater	Applicable if age is 5 years or greater						
IDC	1. Can [Name] write & read in any language with understanding?	2. Was [Name] ever admitted in any school or educational institution?	3. What is the highest level of education completed?	4. Is [name] studying in any institution at present?	5. In which class [name] is currently studying?	6. In which type of educational institution, [name] is studying?	7. Is [name] facing any problems in that institution? (Select two main reasons)	8. What are the reasons for not going to school at present/ never admitted in school? (Select two main reasons)
Use the corresponding ID as used in section B	1= Yes 2= No 3=Not	1=Yes 2=No (If not then go to Q#8)	0= < Class-I 1= Class-I 2= Class-II 3= Class-III 4= Class-IV 5= Class-V 6= Class-VI 7= Class-VII 8= Class-VIII 9=Class-IX 10= Class-X 11= FA/F.Sc. 12= BA/B.Sc. 13= Degree in Engineering 14= MBBS 15= Degree in Computer 16=Degree in Agriculture 17=MA/MSC 18=M.Phil./Ph.D.	1= Yes 2= No If not then go to Q. No. 8	0= < Class-I 1= Class-I 2= Class-II 3= Class-III 4= Class-IV 5= Class-V 6= Class-VI 7= Class-VII 8= Class-VIII 9=Class-IX 10= Class-X 11= FA/FSC 12= BA/B.Sc. 13= Degree in Engineering 14= MBBS 15= Degree in Computer 16=Degree in Agriculture 17=MA/MSC 18=M.Phil./Ph.D. 19=Religious Education	1= Govt. 2= Private 3= Madrasah 4=Community Schools 5= Other	1= Satisfied 2= Shortage of teachers 3= No female teachers in girls' school 4= Shortage of books 5=Substandard education 6= Far away/ distance 7= Education is costly 8=Latrine not available 9=other (specify)	1= Minor/aged 2= Education Completed 3= Education is costly 4= Far away 5= Household chores in work 7= Not useful 8= Marriage/ pregnancy 9= Employment/ Work 10= Substandard school 11= Shortage of male/female teachers 12= Parents do not permit 13= Child is not ready 14= Poverty 15= Other

ANNEX V

			19=Religious Education 20=Other		20=Other			
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ANNEX V

D. Household Health

0. What is the current health status of [Name]?	1. Had [Name] been ill or injured during the last 12 months?	2. Was any one consulted during the illness for treatment?	3. Who did [Name] consulted for treatment?	4. How many times [Name] received such facilities during the last 12 months as mentioned in Q3?	5. Has [Name] faced any problem in visiting the health facility? (Give maximum two answers)	6. Why [Name] did not seek medicines/medical facilities during the last 12 months? (Give maximum two answers)
Use the corresponding ID as used in section B	1=Good Health 2=Fair Health 3=Bad Health	1= Yes 2= No (If not then ask for next person)	1= Yes 2= No (Ask Q. No. 6)	1= LHW/LHV 2=Govt. Dispensary 3= Govt. Basic Health Unit (BHU) 4=Rural Health Centre (RHC) 5= Govt. Hospital (Tehsil/Sub-division/District level) 6= Private Clinic/Hospital/chemist 7= Hakeem 8= Homoeopath 9= One who performs 'Dum' (spiritualism) 10= Other	1= Satisfied 2= Doctor does not present 3= Staff non-cooperative 4= Lady staff is not present 5= Lack of cleanliness 6= Long wait 7= Costly treatment 8= Staff untrained 9= Medicines not available 10= Unsuccessful Treatment 11= Other (specify)	1= Not required 2= Costly treatment 3= Far away 4= Unsatisfactory 5= Doctor not available 6= Staff non-cooperative 7= Lady staff not available 8= No cleanliness 9= Long wait 10= Staff untrained 11= Medicines not available 12= Other

D1: Nutrition for children <= 5 years

1. Name of Child	2. Sex (1=Male, 2=Female)	3. Date of Birth	4. Age (in years)	5. Birth Certificate (1=Yes, 2=No)	6. Delivery conducted by*	7. Breastfed (1=Yes, 2=No)	8. Was the child fed anything other than breast feed in the first 6 months?**
Use the corresponding ID as used in section B							

ANNEX V

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*1=Dai/Traditional Birth Attendant (TBA), 2=Lady Health Visitor/Worker, 3=Doctor, 4=Nurses, 5=Others, specify

**1=Ghutti, 2=Goat Milk, 3=Bottle Fed, 4=Water, 5=Others, specify

D2: Vaccination for children <= 5 years

Use the corresponding ID as used in section B	1. Has the child been vaccinated	2. Do you have vaccination card of your child?	3. Where was the most recent vaccination given	4. Who vaccinated your child	5. How far did you travel to get your child vaccinated (round trip)	6. How much did you pay for it? (PKR)	7. Why was the child not vaccinated?
	1=Yes, 2=No (If no, skip to 7)	1=Yes, 2=No	1=Government Hospital/Dispensary, 2=Basic Health Unit (BHU), 3=Rural Health Centre, 4=MCHC	1=NGO Health Worker, 2=Lady Health Worker, 3=Vaccination team/campaign, 4=Private Practitioner/Facility, 5=Other, specify, 6=Don't know	1= 0-2 km, 2= 2-5km, 3=5-10km, 4=10-20km, 5=>20km, 6=Don't know	If nothing, write 0	1=No team has visited, 2=Facility too far away, 3=don't know about vaccination, 4=Cannot afford it, 5=Child will get sick, 6=No female staff, 7=No answer, 8=Unnecessary, 9=Other, specify

D3: Diarrhoea for children <= 5 years

Use the corresponding ID as used in section B	1. Did the child face diarrhoea during the last 30 days?	2. Did you consult anyone for the treatment of diarrhoea?	3. Who was the first person you consulted?	4. Did you give Nimkol (ORS) to the child

ANNEX V

	1=Yes, 2=No	1=Yes 2=No (if no, skip to 4)	1=Hospital/Private dispenser, 2=Government Hospital, 3=RHU/BHU, 4=LHW, 5=Nurse/LHV, 6=Chemist/Pharmacy, 7=Hakeem/Homeopath/Waid, 8=Other, specify	1= Yes, ready made 2= Yes, prepared at home 3=No
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E. Household Work Status and Non-farm Income

1. What is the current work status of [Name]?	2. If [Name] not working, give primary reason?	3. For how many weeks [Name] have been looking for work?	4. What is the primary work status of [Name]?	5. What is the skill labour type?		6. What is the Job/service type?	
1= Working (Ask Q No. 4) 2= Not working (ask Q No. 2)	1= Student 2= Old/ minor 3= Handicapped/incapability 4= Pregnancy/Temporary illness/Injury 5= Retired 6= Idle (not willing to work) 7= Looking for work (ask Q No. 3) 8= Learning to work/ apprentice 9= Off season 10= Calamity 11= Other		1= Unskilled labour/mazdoor 2= Farm labour (cultivation/harvesting on contract/wages) 3= Cultivation on partnership/share cropper 4= Skilled labour (ask Q No. 5) 5= Business/ trade 6= Self-cultivator/own farm 7= Livestock (only) 8= Govt Job (ask Q No. 6) 9= Private Job (ask Q No. 6) 10= Family helper without monetary payment 11= Household chores/work 12= Begging 13= Other	1= Tailor 2= Mason 3= Metal work 4= Carpenter 5= Plumber 6= Electrician 7= Mechanic 8= Driver 9= Cook 10= Mobile repair 11= Handicraft 12= Beautician/barber 13= other skill (specify)		1= Armed forces 2= Health 3= Education 4= Administration/ revenue/ police 5= Agriculture/ fisheries/livestock 6= Manufacturing 7= Tourism 8= Development 9= Religious Institution 10= Other services (please specify)	
				code	Other specify	Code	Other specify
Use the corresponding ID as used in section B							

E1: Household Work Status and Non-farm Income (continue)

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IDC	7. Did [name] perform any work for salary, profit or monetary benefit during the last month? 1= Yes 2= No → Q-12	8. If [Name] worked, then how many days s/he worked in the last month?	9. How much money [name] earned during the last month? (In Rs.)	10. . How many months [Name] worked during the last 12 months?	11. How much money did [Name] earn in the last 12 months? (Multiply Column 9 with Column 10 for the answer)	12. Did [Name] perform any work during the last 12 months for monetary benefit? 1= Yes 2= No → Q-13	13. How much money [Name] earned in total during the last 12 months? (In PKR.)
Use the corresponding ID as used in section B							

E2: Household Work Status and Non-farm Income (continue)

ALL 10 YEARS OF AGE AND OLDER - SECONDARY OCCUPATION AND INCOME							Total Non-Farm Income
IDC	SECONDARY OCCUPATION					OTHER INCOME/BENEFITS	
	14. In addition to the primary	15. What was the nature of work	16. How much money	17. Have sold, any	18. How much money	19. How much money in cash, did [name] receive from the following sources during the last 12 months (In Rupees)?	20.

ANNEX V

	occupation , did [name] do any other work or hold other jobs for pay, profit or family gain during the last 12 months? Yes=1 No=2 → Q-19	(Occupation) that [name] did? 1= Daily wages labour 2= Skilled labour 3= Personal business (non-agriculture) 4= Self-cultivator/own farm 5= Cultivation on contract 6= Cultivation on partnership/share cropper 7= Family helper Without charges 8= Employer/business 9= Livestock (only)	in cash, did [name] earn from these other activities during the last 12 months ? (Rs)	income received in kind for wages and salaries during the last 12 months ? Yes=1 No=2 → Q-19	was obtained by selling the “kind” received in wages & salaries during the last 12 months ? (Rs.)	A. Pension	B. Rental Income	C. Remittances	D. Baitul mal	E. BIS P	F. Zakat	G. Other (gifts, grant from family, friends and religious institutions)	Add up for total of Column 11+13+16+18+19 A to 19G
--	--	--	--	--	--	------------	------------------	----------------	---------------	----------	----------	--	--

		10= Other											
Use the correspondin g ID as used in section B													

F. Household Farm Income

<p>1. During the last 12 months did any of the HH members, alone or with the members of other HH, actively operate land for crop production (irrespective of the size, location or ownership of the land)?</p> <p>1= Yes →(G1Agri.) 2= No → Q-19</p>	<p>2. During the last 12 months did the HH keep any livestock poultry birds or fish farm?</p> <p>1= Yes, (For Household purpose only) 2= Yes (For commercial purpose only) 3= Yes, (For Household/Commercial purpose)</p> <p>(In all three cases complete the G1 Agri. G2 livestock Sheet) No =4</p>
	<p>If answer is 3:</p> <p>a. Who take care of the animals at home _____</p> <p>b. who take them for grazing _____</p> <p>c. who sell it to the market _____</p>

G1. AGRICULTURE – Land Utilisation and Crop Harvesting

1. Do you own any agriculture land? Yes=1 No=2 (→6		2. How much agriculture land do you own? A	
3. Had you rented out some of the owned land during last Rabbi & Kharif? Yes=1 No=2 (→		4. How many acres do you rent out? Acres	
5. What was the total net value of rent/share (in cash or in kind) received during the last Rabbi & Kharif season? Rs.			
6. Did you rent any agriculture land on cash basis in the last Rabbi and Kharif season? Yes=1 No=2 (→ 8)			
7. How much money did you pay to your landlord in cash as a rent for that land during the last Rabbi and Kharif season? Rs			
8. What was the value (Rs) of the agricultural land (include farm buildings and tube wells) during the last 12 months that was: (Cross the box if no amount mentioned)? a-Sold b-Received gift, inheritance c-leased d-Other way, lost etc.			
9. Of this total under operation land (Acres), how much was owned rented in share crop basis d- or not previously reported			
10. Total Acres of land in this field Acres (Code 9 +9d)			
11. Of this total under operation land (Acres), how much was a- Irrigated d land b- Barani (non- ed) cultivated land c- vated land such as forest/ wasteland/homestead etc.			
12. How much land was under cultivation during the last Rabbi and Kharif (Code 11a+11b)			
13. NOTE: If any crop was harvested from the agricultural land during the last Rabbi and Kharif seasons, complete the table given below otherwise write 0 in the column A.			

Code	Crop name	Land devoted (Acres) If 0 (→next row)	Primary Production						By-Products of the Primary Production				Total Value (Rs.) L
			Harvested Production (Kg=1 40 Kg =2)		Value of total Product (Rupees)	Given to Landlord (Rupees)	Kept by the Household (Rupees)	Sold by the Household (Rupees)	Value of total Prod. (Rupees)	Given to Landlord (Rupees)	Kept by the Household (Rupees)	Sold by the Household (Rupees)	
			Unit B	Quantity C	D	E	F	G	H	I	J	K	
14.	Wheat												
15.	Cotton												
16.	Sugarcane												
17.	Rice												
18.	Maize												
19.	Pulses												

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20.	Fruits												
21.	Vegetables												
22.	Fodder												
23.	Any other												
24.	TOTAL												
25. Did you rent out any agricultural equipment (Tube well, Tractor, Plough, Thresher, Harvester, Truck, etc.) during the last 12 months? Yes=1 No=2 (→ Next Section)													
26. What had you received if any agricultural equipment (Tube well, Tractor, Plough, Thresher, Harvester, Truck, etc.) rented out during the last 12 months? Rs													
27. What was the value of any agricultural equipment (Tube well, Tractor, Plough, Thresher, Harvester, Truck, etc.)? (If there is no amount write zero in that box)													
a)-Sold		b) -Received as gift/ inheritance etc.		c)- Purchased		d)-Given away/lost or destroyed							
28. Total Crop Income (Rs.) - (5+24L+26)													

G2. Livestock

LIVE STOCK, POULTRY, FISH, FORESTRY, HONEY BEE ETC.

NOTE: If the HH had animals (Cattle, Buffalo, Camel, sheep, Goats, Poultry, Fish, etc.) during the last 1 year, complete the table given below.

Code	Animal	Number of animals		Expected Value of Presently owned animals	Expected Value of Owned animals During the last 12 months	Value of the animals during the last 12 months				NOTE: If any of the following items produced for home use/ sale during the last 12 months.						
						Sold/ slaughtered home consumed	Received as gift, inheritance etc.	Purchased	Given away, Lost Stolen etc.							
		A (Owned)	B (shared)	C (Rs.)	D (Rs.)	E (Rs.)	F (Rs.)	G (Rs.)	H (Rs.)	Code	Item	Unit	Market Price/unit	Average Quantity/ Month	No. of Months produced	Total Value
1.	Cow									2.	Eggs	Dozen				
3.	Buffalo									4.	Milk/yogurt	Kg				
5.	Camel									6.	Butter/Ghee	Kg				
7.	Sheep									8.	Honey	Kg				

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9.	Goat									10.	Forest Production	Moun d				
11.	Horses									12.	Fish catch	Kg				
13.	Donke ys									14.	Dung cakes	Lump sum				
15.	Mules									16.	Wool	Kg				
17.	Others									18.	All other	lump sum				
19.	TOTAL									20.	TOTAL					
21. Total Income from Livestock Rs. (19 E+20 D)																

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- G. Household Expenditure (PKR in last 12 months)** 1: **“PAID AND CONSUMED”** (Col. 1 & 2) shall cover goods and services actually consumed by the household and distinguished from total household purchases. Goods and services received on credit and in barter transactions and actually consumed as well as goods and services, paid for in cash, should also be included. Business related consumption of the household should be excluded. 2: **“UNPAID AND CONSUMED”** shall cover goods and services consumed which are received as wages and salaries in kind (column 3 & 4). Own produced goods and services, which were consumed shall also be entered under UNPAID AND CONSUMED (col. 5 & 6). Business related consumption should be excluded. Received in the form of gifts, assistance, inheritances or other sources should be entered in (Col. 7 or 8)

HOUSEHOLD EXPENDITURE PART-A				Fortnightly (Two Week) Consumption Expenditure of the Household on food items.									
Did household members consume any of the following items during the last 14 days? (Cross the 'None' box if the item was not consumed and moved to next item)				Paid and Consumed		Unpaid and Consumed						Total Value	
				(Report value in Whole rupees)		Wages and Salaries In Kind Consumed		Own Produced and consumed		Receipt from assistance, gift, dowry, inheritance or other sources		2+4+6+8	
ITEMS	None	Unit	Code	1. Qty.	2. Value (Rs.)	3. Qty.	4. Value (Rs.)	5. Qty.	6. Value (Rs.)	7. Qty.	8. Value (Rs.)	9. Value (Rs.)	
Milk/Yogurt		Kg	1.										
Beef		Kg	2.										
Mutton		Kg	3.										
Chicken Meat / Other poultry birds (ducks, quail, turkey etc.)		Kg	4.										
Eggs		No	5.										
Fish (fresh, frozen, dried)/ Prawns, Shrimps or Crabs (fresh, frozen,		Kg	6.										
Fresh Fruits		Kg	7.										
Dry Fruits & Nuts (Raisin, Dates, Apricot (dried), Other (Almond,		Gm	8.										
Vegetables (potato, Onion, Tomato other vegs)		Kg	9.										
Salt		Kg	10.										

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Sugar		Kg	11.									
Honey (fresh or processed)		Gm	12.									
Barfi, Jaleebi, Halwa & other sweets		Kg	13.									
Carbonated beverages		Ltr.	14.									
Sugarcane juices, Other fresh juices, Fruit juices (packed), Mineral water etc.		Ltr.	15.									
Readymade meals, snacks, tea, ice cream, drinks, Instant foods - Lump Sum (LM)		LS	16.									
TOTAL PART A			17.									
ANNUAL TOTAL PART- A (VALUE OF TOTAL PART A x 26)			18.									
HOUSEHOLD EXPENDITURE PART-B				MONTHLY CONSUMPTION EXPENDITURE OF THE HOUSEHOLD ON FOODS								
<p>Did household members consume any of the following items during the last 1 Month?</p> <p>(Cross the 'None' box if the item was not consumed and moved to next item)</p>												
ITEM	None	Unit	Code	1. Qty.	2. Value (Rs.)	3. Qty.	4. Value (Rs.)	5. Qty.	6. Value (Rs.)	7. Qty.	8. Value (Rs.)	9. Value (Rs.)
Wheat and Wheat flour		Kg	19									
Rice and rice flour		Kg	20									
Maize, Barley, Jawar and Millet (Whole and Flour)		Kg	21									
Suji, Maida, Besan		Kg	22									
Other cereals products (Vermicelli (Sawavian), Corn flakes, Noodles)		Gm	23									
Pulses		Kg	24									
Edible Oils and Fats		Kg	25									
Tea and Coffee Green Tea		Kg	26									
Jams, Marmalades/ Tomato Ketchup/pulp/ Pudding, Jelly, Pickles		LS	27									
Biscuits, bread, bun, nan other baked or fried products e.g. Pakora		LS	28									
Food and Grain milling/grinding charges		LS	29									
Total PART – B			30.									
ANNUAL TOTAL PART-B (VALUE OF TOTAL PART B X 12)			31.									

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HOUSEHOLD EXPENDITURE PART-C				MONTHLY CONSUMPTION EXPENDITURE OF THE HOUSEHOLD ON NON-DURABLE GOODS AND SERVICES									
Did household members consume any of the following items during the last 1 month? (Cross the None, box if the item was not consumed and move to next item)				Paid and Consumed		Unpaid and Consumed (Report value in Whole rupees)						Total	
				(Report value in Whole rupees)		Wages and Salaries In Kind Consumed		Own Produced and consumed		Receipt from assistance, gift, dowry, inheritance or other sources		Value 2+Value 4+Value 8=9	
ITEMS	None	Unit	Code	Qty. 1	Value 2	Qty. 3	Value 4	Qty. 5	Value 6	Qty. 7	Value 8		
FUEL AND LIGHTING (32+.....38)			32.										
Fire wood		Kg	33.										
Kerosene oil		Litre	34.										
Dung cake (dry)		Kg	35.										
Who bring wood for cooking purpose?	Who make dung cakes?			Value 2		Value 4		Value 6		Value 8			
Gas (pipe). (Gas (cylinder)			36.										
Electricity			37.										
Match box. Candles. Mantle etc.			38.										
Others			39.										
Personal Care and hygiene (Bath /Toilet soap, Shampoo, hair oil cream, Toothpaste &			40.										
Household laundry Cleaning (Laundry soap, bleaching and other laundry articles,			41.										
Paper napkins, wax papers and other paper articles etc.			42.										
Tobacco and Chewing Products (Cigarettes and lighters, Pan etc.)			43.										
Recreation (Tickets for cinemas, musical concerts, spectacular sports, Lottery tickets, Rent of TV/VCR/Video cassettes, CD's etc. Newspapers, magazines, novels, books (rented, purchased, not for education))			44.										
Personal Transport and Travelling (Not for commercial use) (45+....+48)			45.										
Petrol/ Diesel charges, lubricants & oils, punctures			46.										
Expenses on travelling by road (bus, taxi, rickshaw etc.)			47.										
Expenses on travelling by train			48.										
Other travelling charges like tongas, camels, donkeys, ferries, bicycles, Garage rent			49.										

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Other Miscellaneous Household Expenses on Goods and Services (50+...+54)	50.					
Wages & salaries paid to servants, gardeners, sweepers, chowkidars, ava, drivers.	51.					
Telephone, cell phone internet etc. charges	52.					
Pocket money to children (girl child/ boy child)	53.					
Expenses on maintenance of pets, poultry and fish (curing) - for home use only	54.					
Other expenditures not elsewhere classified	55.					
Total PART – C (31+39+40+41+42+43+44+49)	56.					
ANNUAL TOTAL PART- C (VALUE OF TOTAL PART C x 12)	57.					

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HOUSEHOLD EXPENDITURE PART-D			YEARLY CONSUMPTION EXPENDITURE OF THE HOUSEHOLD ON NON-DURABLE GOODS AND SERVICES				
Did household members consume any of the following items during the last 12 months? (Cross the None, box if the item was not consumed and moved to next item) Items included under fortnightly / monthly expenditure should not be included in this part.			Paid and Consumed	Unpaid and Consumed (Report value in Whole rupees)			Total
			(Report value in Whole rupees)	Wages and Salaries In Kind Consumed	Own Produced and consumed	Receipt from assistance, gift, dowry, inheritance or other sources	1+2+3+4=5
ITEMS	None	Code	Value 1	Value 2	Value 3	Value 4	
Apparel Textile, Footwear & Personal Effects (58+....+64)		58.					
Clothing (cloths, sweaters, socks and garments), Clothing material and services (Tailoring, embroidery, alterations etc. charges, Clothing supplies (threads, needles, pins, buttons, zipper, hangers etc.)		59.					
Footwear and repair charges		60.					
Personal effects and service and repair charges (62+....64)		61.					
Brief cases, hand bags, watch straps, belts etc. (leather or plastic)		62.					
Imitation and Jewellery & ornaments (bangles, necklaces and earrings, tie pins, cuff links, etc.) Gloves, handkerchief, scarfs, hats, muffs, ties, etc.		63.					

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Repair charges of personal effects (watches, clocks, glasses, etc.)		64.					
Housing rent, repairs/maintenance etc.		65.					
Chinaware, Earthenware, Plastic ware etc. for daily use and other household effects (Crockery & Cutlery for daily use, (ghara, sorahi, etc.), Glassware, Plastic-ware), Wood-ware and lacquer, (bulbs, tubes, switches, battery cells, lamp shades etc.)		66.					
Health Care (Doctor consultations, medicines, hospitalization, ambulance, Hakim, dai, etc. costs)		67.					
Educational and Professional Stationary Supplies expenditure (68+...71)		68.					
School/college fees and private tuition fees		69.					
Books and exercise note books / copies, stationary etc. Other education expenses (bags, professional society membership, transportation etc.)		70.					
Hostel expenses		71.					
Stationery supplies such as pen, pencils, stapling machine, pin etc. (other than education purpose)		72.					
Social and religious functions expenditures (travelling, events, accommodation etc.) (74+.....+77)		73.					
Marriages including (dowry, gifts etc., given (in cash/kind)		74.					
Death		75.					
Births		76.					

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Pilgrimage to religious places (Haj, Ziarat, Mazars, etc.)		77.					
Other events		78.					
Transfers (Zakat, fitra, etc., remittances paid, gifts paid, insurance, etc.)		79.					
Taxes & Fines and all other Miscellaneous expenditure		80.					
Total PART – D		81.					

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HOUSEHOLD EXPENDITURE PART-E				YEARLY CONSUMPTION EXPENDITURE OF THE HOUSEHOLD ON DURABLE GOODS AND SERVICES				
Did household members consume any of the following items during the last 12 months? (Cross the None, box if the item was not consumed and moved to next item) Expenditure in this part should cover the last 12 months preceding the date of enumeration. Expenditure reported on Fortnightly, Monthly and Yearly durable goods and services should be excluded from this part.				Paid and Consumed	Unpaid and Consumed			Total
				(Report value in Whole rupees)	Wages and Salaries In Kind Consumed	Own Produced and consumed	Receipt from assistance, gift, dowry, inheritance or other sources	Value 1+2+3+4=5
ITEMS	None	Code	Value 1	Value 2	Value 3	Value 4		
Furniture, Fixture and Furnishing		82.						
Other Household Effects (83+....+87)		83.						
Electric/ oil fans (table, pedestal, ceiling, exhaust), Air conditioners, Air coolers, Refrigerators, Freezers etc.		84.						
Heater, Boiler, Geyser (electric, gas, oil), Table lamp		85.						
Sewing machine, knitting machine (electric / hand)		86.						
Other(trunks, suitcase etc.), Wall / table clock, water pipes (rubber, nylon, plastic), thermos bottle etc.		87.						
Service and repair charges of household effects, etc. mentioned above		88.						
Miscellaneous Expenditures (89+....93)		89.						

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Laundry/cleaning equipment (washer / dryer, vacuum cleaner, iron, iron board, etc.)		90.					
Calculators, Personal Computers, mobiles, watch etc.		91.					
Radio and musical instruments (Tape recorder, Gramophone, TV, VCR, VCP, Cassettes, Piano, Violin etc.)		92.					
Recreational equipment (Cameras, Projector, Shot gun, Angling kit, Bats, Balls etc.)		93.					
Transport and travelling vehicles (Bicycle, Motorcycle, Scooter, Car, horses, camels, tongas etc.)		94.					
TOTAL PART " E "		95.					

H. Household Assets

PART 1	Selected Durable Assets Items Owned / Sold by The Household
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NOTE: 1. Enter number of the following items if owned by the household during the last 12 months in Col. A, and give the number of items presently owned by the household in Col. B. **2.** Write the amount received (in cash or in kind), in Col. C, by selling the item during the last 12 months and fill the next columns accordingly.

Were / Are any of the following items owned by this HH during the last 12 months? If yes, → Col. A to G otherwise cross none, box.			No. of items owned		If Sold (Give Amount in Rs)	What is the total present estimated Market value of all the possessed items	In which year the present item was purchased or received (if more than one item than asked about the last bought item purchased or got)	How much money have you spent to buy this item (if more than one, then ask about last bought item)?
			During the last 12 months	Presently				
Item	None	Code	A	B	C	D	E	F
Refrigerator		1						
Freezer		2						
Air conditioner		3						
Air cooler		4						
Fan (Ceiling Table Pedestal Exhaust)		5						
Geyser (Gas Electric)		6						
Washing machine/dryer		7						
Camera		8						
Cooking stove		9						
Cooking Range Microwave oven		10						
Heater		11						
Cart/Trolley		12						
Bicycle		13						
Rickshaw		14						
Motorcycle/scooter		15						
Car / Vehicle		16						
Tractor		17						
TV		18						
VCR VCD Receiver De-coder		19						
Radio / cassette player		20						
Compact disk player		21						
Vacuum cleaner		22						
Sewing/Knitting Machine		23						
Personal Computer/laptop		24						
Mobile Phones (specify commonly used network)		25.						

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Other		26						
TOTAL		27						

PART-2 BUILDINGS AND LAND OWNED BY MEMBERS OF THIS HOUSEHOLD (Do not report buildings and land already reported in the work sheet)														
Q-1. Did any of the HH members own or had owned during the last 12 months any of the following property? Yes = 1 No = 2 (If No for all,→ Next Part) If yes if any property on the name of women member of Household?			Q-2. Is all or part of this property owned now? Yes = 1 No = 2		Q-3. What was the value of the property during the last 12 months which was?				Q-4. If rented out, what was the total net rent received, in cash / kind, during the last 12 months?		Q-5. What was the value of major improvements, renovation and new construction made during the last 12 months?		Q-6. If you wanted to sell [Name prop] how much do you expect to receive (Rs)?	
Property	Code	Y/N	Code	Acres	Sold	Rec	Purchase	Given	Rs					
Agricultural Land	28.													
Non-Agricultural Land	29.													
Residential Building(Comp. / under construction)	30.													
Commercial Building(Comp./under construction)	31.													
TOTAL	32.													

PART - 3 FINANCIAL ASSETS AND LIABILITIES, LOANS, DEBT AND CREDITS												
Cross the 'None' box if amount (RS) is "0".				None	Code	Rs.	Cross the 'None' box if amount (RS) is "0".			None	Code	Rs.

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What is the total net saving of your HH at present?					33.		What is the total value of gold, silver, and precious metals including Jewellery, stones etc.?					34.	
What were the net savings of your HH during the last 12 months?					35.		What was the value of gold, silver etc. including Jewellery, stones sold during the last 12 months?					36.	
How much profit did you receive from your all savings/deposits during the last 12 months?					37.		What was the value of gold, silver etc. including jewellery, stones purchased during the last 12 months?					38.	
How much did you withdraw from savings for consumption expenditure during the last 12 months?					39.								
Cross the 'None' box if amount (Rs) is "0".										None	Code	Rs.	
How much loans are currently owed by the HH?											40.		
How much loan was borrowed in the last 12 months?											41.		
Source		None	Code	1. Amount Owed (Rs)	2. Amount Borrowed last year (Rs)		3. Loan Repaid during last 12 months (Rs.)		4. Interest paid during last 12 months (Rs)				
Friends/relatives			42.										
Shopkeepers			43.										
Banks			44.										
NGOs			45.										
Community Organisations			46.										
Others			47.										
How much amount of loan	None	Code	1.Land (Rs)	2.Livestock(Rs)	3.Machinery(Rs)	4.Bussiness(Rs)	5.Farm Input(Rs)	6.Housing(Rs)	7.Consumption(Rs)	8.Education (Rs)			
		48.											

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used for what purpose?			9.Health Care(Rs)	10.Social Function (e.g. as Marriage) (Rs)	11.Repay Loans(Rs)	12.Cash Available (Rs)	13. Other Uses (Rs)	14.Total loan use(Rs)	
Cross the None box if amount (RS) is "0".							None	Code	Rs.
How much was loaned out in the last 12 months?								49.	
How much was received back (including profits) during the last 12 months?								50.	
How much profit was received on this loan during the last 12 months?								51.	
How much money was received from a group insurance/ benevolent by any member of this HH during the last 12 months?								52.	

I. BALANCE SHEET FOR INCOME AND EXPENDITURE

ID CODE	Non-Farm Income (Rs)	Expenditure Items	Expenditures (Rs.)
		5. ANNUAL HOUSEHOLD EXPENDITURE ON FOOD – SECTION H: PART- A (18-Col9)	
		6. ANNUAL HOUSEHOLD EXPENDITURE ON FOOD – SECTION H: PART- B (30-Col9)	
1. ANNUAL HOUSEHOLD NONFARM INCOME (E-20: 1+....N)		7. ANNUAL HOUSEHOLD EXPENDITURE ON NON-DURABLE GOODS/ SERVICES – SECTION H: PART-C (56-Col9)	
2. ANNUAL HOUSEHOLD AGRI INCOME (G1-28)		8. ANNUAL HOUSEHOLD EXPENDITURE ON NON-DURABLE GOODS/ SERVICES – SECTION H: PART-D (80-Col5)	
3. ANNUAL HOUSEHOLD LIVESTOCK INCOME (G2-21)		9. ANNUAL HOUSEHOLD EXPENDITURE ON DURABLE GOODS/ SERVICES – SECTION H: PART-E (94-Col5)	
4. TOTAL ANNUAL HOUSEHOLD INCOME (1+2+3)		10. ANNUAL TOTAL HOUSEHOLD EXPENDITURE (5+6+7+8+9)	
Validation Check			
First level check: Ratio (4/10)		Is the ratio > 0.85? Yes (Balance complete) No (Go to further balancing second level check)	
11. Assets Sold (Sec I):=(27 col C + 32Q3(sold)+ 32Q4)		12. Savings and loans taken (Sec I)=(36+37+39+41)	
Second level check: Ratio (4+11+12)/10		Is the ratio > 0.85? Yes (Balance complete) No (Verify from the HH, why the expenditures are so higher than income and make necessary corrections)	

J. Household Facilities (availability and access)

1. What is the residential status at present? 1=Personal residence, 2= On rent, 3=On subsidized rent, 4=Without rent			
2. How many rooms does your household occupy, include bed rooms and living rooms? (Do not count storage rooms, bath rooms, toilets, kitchen or rooms for business)			
3. Which material is used to lay roof of this building? 1= RCC/RBC; 2=Wood/Bamboo; 3= Iron/Cement sheets; 4=Other			
4. Which type of Structure the house has? Pucca=1; Katcha=2; P&K=3			
5. What is the main source of drinking water for the household? Bottled Water=1 Cart with small tank/drum=2 Filtration Plant=3 Hand Pump in the dwelling=4 Piped into dwelling=5	Piped Water piped into property=6 Private Borehole (with motor pump)=7 Protected Spring=8 Protected Well(include dugs well)=9 Public Borehole (with motor pump)=10 Public tap / standpipe=11	Rainwater collection=12 Surface Water (river or stream or dam or lake or pond or canal or irrigation channel)=13 Tanker Truck=14 Underground Water Tube well=15 Unprotected well (include dugs well)=16 Other=17	
6. How many hours each day is water normally available in the tap? (If less than one, put zero)			
7. Who installed the water delivery system? Govt., PHED, LG & RD, Municipality, District / Union council etc. =1 Community=2 household itself = 3 NGO, Private etc. =4 RSP=5 Don't know = 6			
8. Who look after this water delivery system? Govt., PHED, LG & RD, Municipality, District / Union council etc. =1 Community=2 household itself = 3 NGO, Private etc. =4 RSP=5 None = 6			
9. How much time is consumed on a round trip to fetch the drinking water? 1 – 15 Minutes = 1 16 – 30 Min. = 2 31 – 45 Min. = 3 46 – 60 Min. = 4 60+ Min. = 5/ there is also a question who fetch the water – women/girls/boys/men etc			
10. Do you normally pay for water used by your household? Yes =1 No =2 (→ Q- 12)			
11. How much do you normally pay for one month water supply? Rs.			
12. Are you willing to pay for an improved water supply system? Yes = 1 No =2 Don't know =3			
13. What type of toilet is used by your household? Flush connected to public sewerage = 1 Flush connected to pit = 2 Flush conn. to open drain = 3 Dry raised latrines = 4 Dry pit latrines = 5 No toilet in the household = 6 (For codes 1 – 5 → Q- 15)			
14. Where do the household members go for their necessities? Fields / open places = 1 Communal latrine = 2 Others = 3 (specify)			
15. Is your house connected with drainage / sewerage system? Yes, underground drains = 1 Yes, to covered drains = 2 Yes, to open drain = 3 No system = 4			
16. How is the garbage collected from your household and neighbourhood? Municipality = 1 Privately = 2 No formal system =3			
17. How much do you pay (Rs.) per month for garbage collection from your HH and from the neighbourhood? (Write 0 if nothing is being paid)			
18. For how many hours per day do you have electricity? No connection=1 1-4 hours =2 >4-8 hours =3 >8-12 hours =4 >12-16=5 >16-20=6 >20-24=7			
19. Do you use any alternative sources of energy/electricity? Yes, UPS=1 Yes, Generator=2 Yes, Solar panels=3 Yes, Biogas=4 None =5			

ANNEX V

20. What is the main source of fuel/energy? Gas=1; Wood =2; Kerosene oil=3; Saw dust=4; Other= 5	
21. What is the main source of water for irrigation? River=1, Canal=2, Tube well=3 Barani =4; other =5 (specify)	

How much time is spent in reaching to the nearest place of facility																	
	A. Time in minutes					B. Normal mode of transport				A. Time in minutes					B. Normal mode of transport		
	0-14	15-29	30-44	45-59	60+	On foot	Non-mechanical	Mechanical		0-14	15-29	30-44	45-59	60+	On foot	Non-Mechanical	Mechanical
	1	2	3	4	5												
	1	2	3	4	5	1	2	3		1	2	3	4	5	1	2	3
22. Medical Store									23. Middle school Girls								
24. Retail (Kiryana) store									25. High school Boys								
26. Public transport									27. High School Girls								
28. Primary school Boys									29. Health clinic/Hospital								
30. Primary school Girls									31. Population Welfare Unit								
32. Middle School Boys									33. Main Road								

K. Access and use of services and facilities

Enter replies about everyone in the following, in the relevant box.																	
Services and Facilities	A				If it is 1 or 2 in A then ask B							If it is 2, 3 or 4 in A then ask C&D					
	How many times do you use this service usually				Any particular reason for not using/once in a while							C		D			
	Not at all	Once in a while	Often	Always	Far Away	Very costly	Does not suit	Lack of tools/staff	Not enough Facility	Other	N/A	To which extent you are satisfied of this service		What type of change you found in the service during the last 12 months			
	1	2	3	4	1	2	3	4	5	6	7	1-5*		1	2	3	4
Lady Health																	
Basic Health																	
Family																	
Vaccinator																	
School																	
Veterinary																	
Agriculture																	
Police																	
Bank																	
Road																	
Drinking																	
Bus																	
Railway																	
Post Office																	
NADRA																	
Union																	
Local																	
Court																	
District																	
District																	
District																	
Electricity																	

* Please use this scale from 1 to 5

5= Highly Satisfactory

4=Satisfactory

3=Moderately Satisfactory

2=Moderately Unsatisfactory

1=Unsatisfactory

ANNEX V

L. Major Constraints/Problems (Perceptions)

Problems	Response	Problems	Response	Problems	Response	Problems	Response	Problems	Response
1.Education:		2.Health care:		3.Water Supply:		4.Drainage:		5.Street Pavement:	
6.Transport:		7.Fuel Supply:		8.Electricity:		9.Income (Poverty):		10. Jobs/Employment:	
11.Savings:		12.Access to Credit:		13.Social Cohesion:		14.Organisation:			

Rank each problem from 1 to 4, where 1=no problem; 2=slight problem; 3=serious problem; 4=very serious problem and 9= not sure.

M. Household Miscellaneous Information

1. In the last twelve months, has anybody talked to you, or have you heard any messages about hygiene (boiling your drinking water, washing hands before eating and after using toilet etc.) or about diseases you can catch from unclean water? Yes =1 No =2 (→ Q-3)	
2. From whom did you hear about it? Lady health visitor = 1 Any other Govt. health worker = 2 Any other NGO / private health worker = 3 Media =4 School children = 5 Other family members = 6 Community Organisation =7 RSP Staff = 8 Other = 9	
3. During the last 30 days has this household been visited by a village based family planning worker. Yes =1 No = 2	
4. Is there any existing Community Organisation in your area? Yes =1 No = 2 (→ next section)	
5. If yes is any one from your household member of that Community Organisation? Yes =1 No = 2 (→ next section)	
6. If yes since when (DD/MM/YY)	
7. Have you got any training as member in the CO? Yes=1 No=2	
8. Savings in CO (Rs.)	

N. Benefits of Community Organisation (Perceptions)

Benefits	Response	Benefits	Response	Benefits	Response	Benefits	Response	Benefits	Response

1. Social Cohesion		2. Skills		3. Village Infrastructure		4. Personal Empowerment		5. Conflict Resolution	
6. Access to loans		7. Access to public services		8. Access to technology		9. Access to Market		10. Improved Natural Resources	

Note: Rank each benefit from 0 to 3, where 0=no benefit (or not sure); 1=slight benefit; 2=significant benefit; and 3=very significant benefit.

O.Social Protection Mechanism

IDC	1. What are the principal shocks and recurring risks faced by the household? (Select top 3 risks)	2. What are the possible events which could cause you financial disaster and ultimately disturb your household? Is there anything you are afraid of that could happen unexpectedly and negatively affect the way you live your everyday life? (Select top 3 risks)	3. Keeping in view the possible financial shocks as asked in Q 1, what are the social protection mechanism/measures available to the household? (Select top 3 mechanisms)
	1= loss of employment 2= Price rises/spikes for necessities etc.), 2= crop failure/bad harvest/low production 3=Loss of livestock 4=Losing land/having forced to return land 5=Death in family 6= Disease 7= Malnutrition 8= Disability 9= Theft 10= Flooding 11= Robbery 12= Family Enmity 13=Drought/shortage of water 14=Murder 15=Other (please specify)	1= loss of employment 2= Price rises/spikes for necessities etc.), 2= crop failure/bad harvest/low production 3=Loss of livestock 4=Losing land/having forced to return land 5=Death in family 6= Disease 7= Malnutrition 8= Disability 9= Theft 10= Flooding 11= Robbery 12= Family Enmity 13=Drought/shortage of water 14=Murder 15=Other (please specify)	1= social pension 2= unemployment insurance, disability insurance 3= health insurance 4= natural disaster insurance 5= BISP - cash transfers (conditional, unconditional) 6= in-kind transfers (food, school food program, agricultural inputs) 7= micro-finance 8= borrowing from banks 9= gifts, charity, zakat, loans from family 10= tied labor, labor contracts with landlord ensuring assistance when needed 11= selling assets 12= sending children to work 13= seasonal/temporary migration 14= Permanent migration 15=Bait-ul-Maal 16=Remittances 17=Rental Income Committee/savings

										18=Other (please specify)			
	Risk 1	Risk 2	Risk 3	Other specify	Risk 1	Risk 1	Risk 2	Risk 3	Other specify	Mechanism 1	Mech. 2	Mech. 3	Other specify

P. Major Conflicts/disputes and their resolution mechanism

1. Have you experienced any conflict/dispute in your household or in your village? 1= Yes,

☐

2=No

If No → (N)

IDC	2. What are the main types of conflicts/disputes you experienced in your household or village?		3. What are the most common causes of such conflicts/disputes?		4. What is the frequency of the most frequent conflicts/dispute types?	5. Whom do you refer to most of the time for conflicts/dispute resolution?	
	1= Intra-household/husband and wife/within children 2= Inter household /Family disputes 3=Communal/tribal 4= Other (Please specify)		1=Land 2=Money loan/return 3=Rishtay (asking the hand of a boy/girl for marriage) 4= Other (Please specify)		1= Once in while 2= Often 3= More often 4= Always	1= Any formal local Conflict Resolution Committee/Rajooni/Jirga/Panchait 2= Any informal local Conflict Resolution Committee/ Rajooni/Jirga/Panchait 3=Police 4=Court 5= Other (Please specify)	
	Multiple choice	Other	Multiple choice	Other		Multiple Choice	Other

Q. Environment and climate change

IDC	1. What is the most striking change in weather and climate that you could observe over the last five years?	2. What impact did it have on you, your family, livestock and agriculture?	3. What are you already doing or planning to do to be prepared for such incidences/changes in the future?	
	1= Nothing (→ P) 2=More Rainfall 3=Less Rainfall 4=More Floods 5=Dry season much longer 6=Other (please specify)	1=Loss of human life 2=Loss of livestock 3=Loss of agriculture output 4=Loss/damage of personal property/ house 5=Deterioration of health conditions due to water borne diseases 6= Migration 7=Other (please specify)	1=Adapting house construction to withstand extreme weather conditions 2=Adapting crops to withstand extreme weather conditions 3=Control of open grazing 4=Planting of trees 5=Avoiding deforestation 6=Adopting water efficient/saving technology 7=Household/animal waste management 8= Energy conservation/renewable energy/recycling 9=Life, property and health insurance 10= Migration 11=Other (please specify)	4. Name the organisations helping you to prepare against abrupt changes in the environment

		Impact (Multiple choice)	Other	Preparation (Multiple Choice)	Other (please specify)	

R. The Perception Scorecard

Measure response on the scale of 1 to 4 (tick the rating as answered)	1	2	3	4
1. Poverty Reduction Perception Index				
Q: How would you rate the local authorities' (elected representatives, public departments) performance in reducing poverty in your community?				
2. Capacity Enhancement Perception Index				
Q: The quality/performance of government officials was exceptional?				
Q: Access to government officials and administration is easy?				
Q: Access to public services and funds is easy?				
Q: Local public services made available in your area by government have benefitted your community positively?				
Q: There has been substantial improvement in government performance in the projects undertaken in your community?				
3. Accountability & Transparency Perception Index				
Q: The government operated in a transparent manner in your community?				
Q: The government remained accountable to your community while undertaking projects in this area?				
Q: The government remained accountable for the funds supplied for projects in your community?				
Q: There were no financial discrepancies in the funds supplied by the government in your area?				
Q: There were no fraudulent activities in the projects undertaken by the government in your area?				
Q: The government activities have equally benefitted all residents of your area?				
Q: The government employees have never been involved in corrupt practices and dealings?				
Q: I completely trust the government development activities and projects in my area?				
Q: The government employees have never been found guilty of being involved in nepotism?				
4. Empowerment Perception Index				
Q: The government created and implemented "inclusive" development programs for the marginalized members of your community?				
Q: The government created and implemented "sustainable" poverty reduction programs for the marginalized members we should disaggregated what marginalized include (women, widow, old age , etc) of your community?				

*Score from 1-4

1=EXTREMELY DISSATISFACTORY

2=Somewhat Dissatisfactory

3= Satisfactory

4= Extremely Satisfactory

S. Trust In Community and Local Government Institutions

1. Generally speaking do people in your neighbourhood help each other when needed?	2. Generally speaking, would you say that most people can be trusted or that you need to be very careful in dealing with people in your village?	3. In your opinion how much do people in this village trust each other in matters of lending and borrowing?	4. How far you think that the working of the local government is transparent and corruption free?	5. Do you trust in local elected representatives to address your local problems?	6. Since the formation of local governments earlier this year in 2016, how many times you have visited/contacted any local representative in person or in office for the solution of any problem?	7. What do you think if there has been any improvement in the provision of public services because of local governments?
IDC						
1= People are always busy and don't help so much 2= People help first of all their family and friends when help is needed 3= People help only those people they know will also help them 4= People help each other whenever somebody needs help 9= Don't know	1=Full Trust 2=Some trust 3=Neutral 4=Not Trust 9=Don't know	1=Full Trust 2=Some trust 3=Neutral 4=Not Trust 9=Don't know	1=Totally transparent and corruption free 2=Somewhat transparent and corruption free 3=Neutral 4= Non transparent and corrupt	1=Full Trust 2=Some trust 3=Neutral 4=Not Trust 9=Don't know	1=Not at all 2=Once 3=Twice 4=More than three times	1=A lot of improvement 2=Little improvement 3=No change 4=Worse than before 9=Don't know

T. Women Empowerment Questionnaire

[Role of women in HH decision making- please fill this section by recording the current situation against each question as well use the recall method and include the situation against the same of 2019-20]

Responses 2019-20	Description	Responses 2021-22
1. Men, 2. Women, 3. Joint	Who makes important family decisions in your household i.e. marriages, conflicts, settlements etc.	1. Men, 2. Women, 3. Joint
1. Men, 2. Women, 3. Joint	Who makes business decisions in your households i.e. migration to pursue new business opportunities, settling up of a new business, change of a business, selling of land, purchasing of animals etc.	1. Men, 2. Women, 3. Joint
1. Yes 2. No	Do you think that women of your HH can independently go to meet their friends and relatives within village?	1. Yes 2. No
1. Yes 2. No	Do you think that women of your HH can independently go to meet their friends and relatives outside their village	1. Yes 2. No
1. Yes 2. No	Do the women in your household have control over their assets i.e. they are independent to sell them and spend money on the items of their own choice?	1. Yes 2. No
1. Yes 2. No	In case of illness or in case of need for medical advice, are the women in your HH free to visit the nearest medical facility doctor, etc.?	1. Yes 2. No
1. Mother 2. Grand Mother 3. Father 4. Grand father 5. Brother 6. Elder Sister 7. No one	Which member of your HH supports education for the girls in your family? (Multiple response questions)?	1. Mother 2. Grand Mother 3. Father 4. Grand father 5. Brother 6. Elder Sister 7. No one
1. Men, 2. Women, 3. Joint	Who is involved in making decision about children's marriage?	1. Men, 2. Women, 3. Joint
1. It is important 2. It is needless 3. Men can work for women and they don't need to bother 4. No idea	It is important for the women to participate in community/village development process	1. It is important 2. It is needless 3. Men can work for women and they don't need to bother 4. No idea
1. It is a great experience 2. It is okay 3. It was not needed 4. Women organizations can work for women development 5. No idea	How has been your experience of engaging women into development process in any development project/initiative?	1. It is a great experience 2. It is okay 3. It was not needed 4. Women organizations can work for women development 5. No idea

LIST OF KEY EXPERTS

Ref: EU/BRACE/08/ENDLINE-I/2023

Name of expert	Proposed position	Years of experience	Age	Educational background	Specialist areas of knowledge	Experience in partner country	Languages and degree of fluency (VG, G, W)

CURRICULUM VITAE

Proposed role in the project:

Family name:

First names:

Date of birth:

Nationality:

Civil status:

Education:

Institution (Date from - Date to)	Degree(s) or Diploma(s) obtained:

Language skills: Indicate competence on a scale of 1 to 5 (1 - excellent; 5 - basic)

Language	Reading	Speaking	Writing

Membership of professional bodies:

Other skills: (e.g. Computer literacy, etc.)

Present position:

Years within the firm:

Key qualifications: (Relevant to the project)

Specific experience in the region:

Country	Date from - Date to

Professional experience

Date from - Date to	Location	Company& reference person ¹ (name & contact details)	Position	Description

Other relevant information (e.g., Publications)

UNDERTAKING BY THE TENDERER

This is to certify that all the information related to the Educational diplomas/degrees and professional experience mentioned in this CV are supported with documentary evidence (copy of diploma/degree, employer certificate and reference proving educational and professional experience) are available with the tenderer and can be provided to contracting authority if need.

Name of the tenderer: _____

Signature of the tenderer: _____

¹ The Contracting Authority reserves the right to contact the reference persons. If you cannot provide a reference, please provide a justification.

BUDGET
Ref: EU/BRACE/08/ENDLINE-I/2023

Description	Unit	# of units	Unit value (in PKR)	Total Cost (in PKR)
<i>Number of full working days</i>				
Key experts				
- Team leader	01			
- Survey Expert	01			
- Gender Expert	01			
- Data Analyst	01			
- Android Developer	01			
[- Senior experts]				
[- Junior experts]				
<i>Non key experts</i>				
Field Interviewing Cost				
[- Senior experts]				
[- Junior experts]				
<i>PROVISION FOR INCIDENTAL/OTHER EXPENDITURE:</i>				
[LUMP SUMS]				
Training cost				
Travelling Cost				
Training				
Stationery				
Consumables				
Communication				
Utilities				
Etc.				
Sub Total:				
Applicable taxes				
Total Value:- PKR with all applicable taxes				0.00

Note:

Prices should be inclusive of all applicable taxes as per law of land.

Prices should be valid for a period of 90 days from the date of submission of tender.



SECTION – C

Other Information

ADMINISTRATIVE COMPLIANCE GRID

Contract Title:	Hiring of firm for end line survey	Publication Reference:	EU/BRACE/08/ENDLINE-I/2023
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Tender Envelop No.	Tenderer Name	Registration Certificate? (Y/N)	National Tax Number of firm/organization (NTN) (Y/N)	Tender submission form submitted (Y/N)	At least 3 contract of survey in last 5 years (Y/N)	Audit Report of last financial Year? (Y/N)	Current ratio (current assets/current liabilities)	Organization & Methodology exists. (Y/N)	Key Expert (List + CVs) (Y/N)	All the key experts have signed statement of exclusivity & availability (Y/N)	Must have experience of tablet/android application based data collection/ survey or willing to use tablet/ android base application	Overall decision (Accept/Reject)
1												
2												
3												
4												
5												
6												
7												

Note: If any proposal lacks any of above listed document/requirement, it will be rejected and no technical evaluation would be done.

Chairperson Name:	
Chairperson Signature	
Date:	

EVALUATION GRID FOR GLOBAL PRICE CONTRACTS

CALL FOR TENDERS

Service Provider Contract for assignment of SOCIO-ECONOMIC ENDLINE SURVEY FOR BALOCHISTAN RURAL DEVELOPMENT AND COMMUNITY EMPOWERMENT PROGRAMME (BRACE)

Tender submitted by:

- This form is to be used by the members of the evaluation committee for reporting on their evaluation of the tenders received.
 - This grid contains the type of elements that should be evaluated under each of the award criteria according the tendering specifications.
 - Tender is assessed according to the following 5 technical award criteria (max. 100 points)
- The tender must obtain at least 50% of the maximum score for each award criterion and at least 70% of the overall score for all criteria

Category	Maximum Marks	Obtained Marks
Rational	[10]	
Strategy	[70]	
Backstopping	[5]	
Relevant Work Experience	[10]	
Timetable of activities	[5]	
TOTAL:	[100]	

Strengths	
Weaknesses	

NB Only tenders with average scores of at least 70% of scores to qualify for the financial evaluation

EVALUATION GRID FOR GLOBAL PRICE CONTRACTS

Evaluation Criteria	Maximum	Minimum	Evaluation Committee's	Evaluation committee's written comments	
	Scores		Score	Strengths	Weaknesses
I. Rationale	10	5			
Tenderer understanding of the services requested explaining how they propose to perform their tasks in order to meet the objectives and requirements set out under the tendering specifications	10				
II. Strategy	70	35			
Alignment of tenderer proposed approach and methodology provided in the tender document provided by the contracting authority	10				
Tenderee's experience in undertaking CAPI (Computer-Assisted Personal Interviewing) based surveys	15				
Key expert 1: Team Leader (1)	15				
Education/Qualification (30%)	4.5				
Adequacy for the assignment (60%)	9				
Work experience (10%)	1.5				
Key expert 2: Survey Expert (1)	7.5				
Education/Qualification (30%)	2.25				
Adequacy for the assignment (60%)	4.5				
Work experience (10%)	0.75				
Key expert 3: Gender Expert (1)	5				
Education/Qualification (30%)	1.5				
Adequacy for the assignment (60%)	3				
Work experience (10%)	1				
Key expert 4: Data Analyst (1)	7.5				
Education/Qualification (30%)	2.25				

EVALUATION GRID FOR GLOBAL PRICE CONTRACTS

Evaluation Criteria	Maximum	Minimum	Evaluation Committee's	Evaluation committee's written comments	
	Scores		Score	Strengths	Weaknesses
Adequacy for the assignment (60%)	4.5				
Work experience (10%)	0.75				
Key expert 5: Android based application software developer (1)	10				
Education/Qualification (30%)	3				
Adequacy for the assignment (60%)	6				
Work experience (10%)	1				
III. Backstopping	5	2.5			
The arrangements for the provision of support facilities (back-stopping) that the contractor will provide to the team of experts during execution of the assignment contract	5				
IV. Relevant Work Experience	10	5			
Relevant work experience of similar assignment	10				
V. Timetable of activities	05	2.5			
A detailed work plan in consistent with the assignment's Terms of Reference (TORs)	05				



SECTION – D

Tender Submission Form

SERVICE TENDER SUBMISSION FORM

Ref: EU/BRACE/08/ENDLINE/ENDLINE-I/2023

Contract title: **SOCIO-ECONOMIC ENDLINE/ENDLINE SURVEY FOR BALOCHISTAN RURAL DEVELOPMENT AND COMMUNITY EMPOWERMENT PROGRAMME (BRACE)**

Please supply one signed tender submission form (including signed statements of exclusivity and availability from all key experts proposed, if applicable, a completed financial identification form and a completed legal entity file (only for the Leader) and declarations from the Leader and all members (if you are in a consortium), together with three copies. The attachments to this submission form (i.e. declarations, statements, proofs) may be in original or copy. If copies are submitted, the originals must be dispatched to the Contracting Authority upon request. For economic and ecological reasons, we strongly recommend that you submit your files on paper (no plastic folders or dividers). We also suggest you use double-sided printing as much as possible.

Tenders submitted by consortiums (i.e., either a permanent, legally-established grouping or a grouping constituted informally for a specific tender procedure) must follow the instructions applicable to the consortium leader and its members.

1. SUBMITTED by (i.e. the identity of the Tenderer)

	Name(s) and address(es) of legal entity or entities submitting this tender
Leader ¹	
Member	
Etc. ...	

2. CONTACT PERSON (for this tender)

Name	
Organization	
Address	
Telephone	
Cell No.	
e-mail	

¹ Add/delete additional lines for consortium members as appropriate. **Note that subcontractors are not considered to be consortium members.** If this tender is being submitted by an individual legal entity, the name of that legal entity should be entered as 'Leader' (and all other lines should be deleted). Any change in the identity of the Leader and/or any consortium members between the deadline for receipt of tenders set in the Instructions to tenderers and the award of the contract is not permitted without the prior approval in writing of the Contracting Authority.

3. DECLARATION(S)

As part of its tender, each legal entity identified under point 1 of this form, including every consortium member, must submit a signed declaration using the attached format.

4. STATEMENT

I, the undersigned, being the authorized signatory of the above tenderer (for consortiums, this must include all consortium members), hereby declare that we have examined and accept without reserve or restriction the entire contents of the tender dossier for the tender procedure referred to above. We offer to provide the services requested in the tender dossier on the basis of the following documents, which comprise our Technical offer, and our Financial offer, which is submitted in a separate, sealed envelope:

- ☐ Organization & Methodology
- ☐ Key experts (comprising a list of the key experts and their CVs), if required
- ☐ Tenderer's declaration (for a consortium, this must include one from every consortium member)
- ☐ Statements of exclusivity and availability signed by each of the key experts, if required
- ☐ Completed financial identification form (see Annex VI to the draft contract) providing details of the bank account into which payments under the proposed contract should be made in the event that we are awarded the contract (or the financial identification number or a copy of the financial identification form provided to the Contracting Authority on an earlier occasion, unless it has changed in the meantime)
- ☐ Completed legal entity file (or the legal entity number allocated. Alternatively a copy of the legal entity file provided to the Contracting Authority on an earlier occasion, unless the legal status has changed in the meantime)
- ☐ Duly authorized signature: an official document (statutes, power of attorney, notary statement, etc.) proving that the person who signs on behalf of the company/joint venture/consortium is duly authorised to do so.
- ☐ Documentary proof or statements required under the law of the country where we are effectively established (or each of the companies in case of a consortium), to show that we do not fall into any of the exclusion situations listed in Section 2.3.3 of the Practical Guide. This evidence or these documents or statements must carry a date, which is not more than one year before the date of submission of the tender. In addition, a statement is furnished stating that the situations described in these documents have not changed since then.
- ☐ Documentary evidence of the financial and economic capacity as well as the technical and professional capacity according to the selection criteria specified in the contract notice.

Y.

We understand that our tender may be rejected if we propose key experts who have been involved in preparing this project or hire such staff as advisers in the preparation of our tender and that we may also be subject to exclusion from other tender procedures and contracts funded by the EU/EDF.

We are fully aware that, for a consortium, the composition of the consortium cannot be changed in the course of the tender procedure, unless the Contracting Authority gives its prior approval in writing. We are also aware that the consortium members would have joint and several liability towards the Contracting Authority concerning participation in both the above tender procedure and any contract awarded to us as a result of it.

This tender is subject to acceptance within the validity period stipulated in clause 6 of the Instructions to tenderers. Signed on behalf of the tenderer:

Name	
Signature	
Date	

To be submitted on the headed notepaper of the legal entity concerned

<Name and address of the Contracting Authority — see points 5 & 25 of the contract notice >

Dear Sir/Madam

In response to your letter of invitation to tender for the above contract, we <Name(s) of legal entity or entities> hereby declare that we:

- We understand that our tender and the expert may be excluded if we propose the same key expert as another tenderer or if we propose a key expert who is engaged in an EU/EDF financed project if the input from his/her position in that contract could be required on the same dates as his/her work under this contract.

We understand that if we fail to respond within the delay after receiving the notification of award, or if the information provided is proved false, the award may be considered null and void.

<Signature of authorized representative of the legal entity >

< Name and position of authorized representative of the legal entity >

STATEMENT OF EXCLUSIVITY AND AVAILABILITY²

PUBLICATION REF: EU/BRACE/07/ENDLINE-I/2023

I, the undersigned, hereby declare that I agree to participate exclusively with the tenderer < tenderer name > in the above-mentioned service tender procedure. This includes that I will not be proposed as a replacement expert in this tender procedure. I declare that I am able and willing to work for the period(s) set for the position for which my CV has been included if this tender is successful, namely:

From	To	Availability
< start of period 1 >	< end of period 1 >	[full time] [part time]
< start of period 2 >	< end of period 2 >	[full time] [part time]
< etc. >		

I confirm that I do not have a confirmed engagement³ as key expert in another EU/EDF-funded project, or any other professional activity, incompatible in terms of capacity and timing with the above engagements.

By making this declaration, I understand that I am not allowed to offer my services as an expert to any other tenderer participating in this tender procedure. I am fully aware that if I do so, I will be excluded from this tender procedure, the tenders will be rejected, and I may also be subject to exclusion from other tender procedures and contracts funded by the EU/EDF.

I also declare that I am not in a situation of conflict of interest or unavailability and commit to inform the tenderer(s) of any change in my situation.

I acknowledge that I have no contractual relations with the Contracting Authority and in case of dispute concerning my contract with the Contractor I shall address myself to the latter and/or to the competent jurisdictions.

[For information, I have signed a Statement of Exclusivity and Availability for the following tender(s):

Tender reference	Submission deadline for the tender	Tendered engagement
< tender reference >	< date >	[full time] [part time]
< tender reference >	< date >	[full time] [part time]
< etc. >		

ment offered to me chronologically. Furthermore I will notify the tenderer immediately of my unavailability.]

Name	
Signature	
Date	

² To be completed by all key experts.

³ The engagement of an expert is confirmed if the expert is committed to work as a key expert under a signed contract financed by the EU general budget or the EDF or if he/she is a key expert in a tender which has received a notification of award. The date of confirmation of the engagement in the latter case is that of the notification of award to the Contractor.

(To be printed on Rs.100/- stamp paper dully attested by notary public)

Declaration

In the response to your Request for Proposal for the tender having Tender Reference:
EU/BRACE/08/ENDLINE-I/2023 we, the undersigned, hereby declare that:

- This bid is valid for a period of 90 days from the final date for the submission of bids.
- 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 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.

Name: _____

Business Title: _____

Signature: _____

Business Stamp: _____