



National Rural Support Programme

Expression of Interest

(by the Individual consultants in response to the REOI
issued by NRSP)





for

Hiring of Individual Consultant for Feasibility Study for Women Enterprise Facility/Processing Unit

Ref No: PP2021-22/Consulting/AWPB#1.2.8/PP#04

Issue Date: April 02, 2023

Newspaper Advertisement



REQUEST FOR EXPRESSIONS OF INTEREST

Hiring of Individual Consultant for Feasibility Study for Women Enterprise Facility/Processing Unit
Ref No: PP2022-23/Consulting/1.2.8/04

National Rural Support Programme (NRSP) has received financing via Govt. of the Balochistan from the International Fund for Agricultural Development (IFAD) towards the cost of Gwadar-Lasbela Livelihood Support Phase – II (GLLSP- II) and intends to apply part of the proceeds for the recruitment of an individual consultant for feasibility study for women enterprise facility/processing unit.

The consulting services ("the services") shall be provided for two months to carry out feasibility study for women enterprise facility/processing unit as per the TORs available at NRSP's website <https://nrsp.org.pk/tenders/>. NRSP now invites eligible Individual consultants ("consultants") to indicate their interest in providing the services. Interested consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the services in the form of a curriculum vitae (CV). A consultant will be selected in accordance with the individual consultant selection (ICS) method.

The short listing criteria are: [qualification, general and specific experience of carrying out feasibility studies in the area comparable to establishing women enterprise facility/processing unit development and communication & writing skills].

The attention of interested consultants is drawn to IFAD's Anti-Money Laundering and Countering the Financing of Terrorism Policy and the Revised IFAD Policy on Preventing Fraud and Corruption its Activities and Operations. The latter sets forth IFAD's provisions on prohibited practices. IFAD further strives to ensure a safe working environment free of harassment, including sexual harassment, and free of sexual exploitation and abuse (SEA) in its activities and operations as detailed in its IFAD Policy to Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse. Interested consultants shall not have any actual, potential or reasonably perceived conflict of interest. Interested consultants must review these policies and requirements on IFAD's website www.ifad.org

Any request for clarification on this REOI should be sent via e-mail to the address below no later than **6th April, 2023 till 2:00pm** local time.

Expressions of interest in the form of curriculum vitae (CV) with relevant documents must be delivered in a written form to the email address given below by **15th April, 2023**.

Attn: In charge Procurement, National Rural Support Programme.
IRM Complex, 7, Sunrise Avenue, Park Road, Near COMSATS University, Islamabad.
Tel: +92-51-8746170-3, E-mail: procurement@nrsp.org.pk

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Foreword

This document has been prepared by National Rural Support Programme (NRSP) and is based on the 1st edition of the IFAD-issued standard procurement document for expression of interest available at www.ifad.org/project-procurement. This bidding document is to be used for the procurement of services using ICS method in projects financed by IFAD.

IFAD does not guarantee the completeness, accuracy or translation, if applicable, or any other aspect in connection with the content of this document.

Instructions to Consultants¹

Reference Number: PP2021-22/Consulting/AWPB#1.2.8/PP#04

April 02, 2023

Hiring of Individual Consultant for Feasibility Study for Women Enterprise Facility/Processing Unit

1. National Rural Support Programme (NRSP) has received financing from the International Fund for Agricultural Development (IFAD) via Govt. of the Balochistan towards the cost of Gwadar-Lasbela Livelihood Support Phase – II (GLLSP- II) and intends to apply part of the proceeds for the recruitment of consulting services, for which this REOI is issued.

The use of any IFAD financing shall be subject to IFAD's approval, pursuant to the terms and conditions of the financing agreement, as well as IFAD's rules, policies and procedures. IFAD and its officials, agents and employees shall be held harmless from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature brought by any party in connection with Gwadar-Lasbela Livelihood Support Phase – II (GLLSP- II).

2. This request for expressions of interest (REOI) was advertised in daily the Intikhab (Hub Edition) on April 02, 2023 and uploaded on BrightSpyre website.
3. The client now invites expressions of interest (EOIs) from individual consultants ("consultants") to provide Feasibility Study for Women Enterprise Facility/Processing Unit. More details on these consulting services are provided in the preliminary terms of reference (PTOR) attached as **Annex 1**. The consultant may sub-contract selected activities provided that said services do will not exceed 20% of the total consultancy work.

¹ This document refers to Individual Consultant as "consultant".

4. Before preparing its EOIs, the consultant is advised to review the preliminary terms of reference attached as **Annex 1**, which describe the assignment and **Annex 2** that details the evaluation of the technical qualifications.
5. The consultant shall not have any actual, potential or reasonably perceived conflict of interest. A consultant with an actual, potential or reasonably perceived conflict of interest shall be disqualified unless otherwise explicitly approved by the Fund. A consultant including their respective personnel and affiliates are considered to have a conflict of interest if they a) have a relationship that provides them with undue or undisclosed information about or influence over the selection process and the execution of the contract, b) participate in more than one EOI under this procurement action, c) have a business or family relationship with a member of the client's board of directors or its personnel, the Fund or its personnel, or any other individual that was, has been or might reasonably be directly or indirectly involved in any part of (i) the preparation of this expression of interest, (ii) the selection process for this procurement, or (iii) execution of the contract. The consultant has an ongoing obligation to disclose any situation of actual, potential or reasonably perceived conflict of interest during preparation of the EOI, the selection process or the contract execution. Failure to properly disclose any of said situations may lead to appropriate actions, including the disqualification of the consultant, the termination of the contract and any other as appropriate under the IFAD Policy on Preventing Fraud and Corruption in its Projects and Operations².
6. All consultants are required to comply with the Revised IFAD Policy on Preventing Fraud and Corruption in its Activities and Operations (hereinafter, "IFAD's Anticorruption Policy") in competing for, or in executing, the contract.
 - a. If determined that a consultant or any of its personnel or agents, or its sub-consultants, sub-contractors, service providers, suppliers, sub-suppliers and/or any of their personnel or agents, has, directly or indirectly, engaged in any of the prohibited practices defined in IFAD's Anticorruption Policy or integrity violations such as sexual harassment, exploitation and abuse as established in IFAD's Policy to Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse³ in competing for, or in executing, the contract, the EOI may be rejected or the contract may be terminated by the client.
 - b. In accordance with IFAD's Anticorruption Policy, the Fund has the right to sanction firms and individuals, including by declaring them ineligible, either indefinitely or for a stated period of time, to participate in any IFAD-financed and/or IFAD-managed activity or operation. The Fund also has the right to recognize debarments issued by other international financial institutions in accordance with its Anticorruption Policy.

² The policy is accessible at www.ifad.org/anticorruption_policy.

³ The policy is accessible at <https://www.ifad.org/en/document-detail/asset/40738506>.

- c. Consultants and any of their personnel and agents, and their sub-consultants, sub-contractors, service providers, suppliers, sub-suppliers and any of their personnel and agents are required to fully cooperate with any investigation conducted by the Fund, including by making personnel available for interviews and by providing full access to any and all accounts, premises, documents and records (including electronic records) relating to this selection process or the execution of the contract and to have such accounts, premises, records and documents audited and/or inspected by auditors and/or investigators appointed by the Fund.
 - d. Consultants have the ongoing obligation to disclose in their EOI and later in writing as may become relevant: (i) any administrative sanctions, criminal convictions or temporary suspensions of themselves or any of their key personnel or agents for fraud and corruption, and (ii) any commissions or fees paid or to be paid to agents or other parties in connection with this selection process or the execution of the contract. As a minimum, consultants must disclose the name and contact details of the agent or other party and the reason, amount and currency of the commission or fee paid or to be paid. Failure to comply with these disclosure obligations may lead to rejection of the EOI or termination of the contract.
 - e. Consultants are required to keep all records and documents, including electronic records, relating to this selection process available for a minimum of three (3) years after notification of completion of the process or, in case the consultant is awarded the contract, execution of the contract.
7. The Fund requires that all beneficiaries of IFAD funding or funds administered by IFAD, including the client, any consultants, implementing partners, service providers and suppliers, observe the highest standards of integrity during the procurement and execution of such contracts, and commit to combat money laundering and terrorism financing consistent with IFAD's Anti-Money Laundering and Countering the Financing of Terrorism Policy.⁴
8. **Procedure:** the selection process will be conducted using ICS as laid out in the IFAD Procurement Handbook that can be accessed via the IFAD website at www.ifad.org/project-procurement. The client will evaluate the EOIs using the criteria provided in **Annex 2**. The shortlisted consultant(s) will be provided with the detailed TORs and asked to submit a detailed technical and financial offer. The evaluation will include a review and verification of qualifications and past performance, including a reference check, prior to the contract award.
9. Any request for clarification on this EOI including the PTOR should be sent via e-mail to the address below no later than **April 06, 2023**

⁴ The policy is accessible at <https://www.ifad.org/en/document-detail/asset/41942012>.

till 2:00pm. The client will provide responses to all clarification requests by **April 07, 2023 till 2:00pm.**

10. **Submission Procedure:** please submit curriculum vitae (CV) showing the details of qualification, general and specific experience and other necessary information along with copy of CNIC. CVs shall be submitted by email to the email address below no later than **April 15, 2023.**

Procurement@nrsp.org.pk

Yours sincerely,
In charge Procurement,
National Rural Support Programme.

Form EOI-1
EOI Submission Form

[Location, date]

[Authorized official]

Re: Consulting Services for Feasibility Study for Women Enterprise Facility/Processing Unit

Ref No: PP2021-22/Consulting/AWPB#1.2.8/PP#04

I, the undersigned, declare that:

1. I am expressing my interest in providing the consulting services for the above-mentioned assignment and have no reservations to the REOI, the instructions to the consultants and any addenda thereto.
2. My expression of interest is open for acceptance for a period of ninety (90) days.
3. Myself, its associates, including any subcontractors or suppliers for any part of the contract, have not been declared ineligible by the Fund and have not been subject to sanctions or debarments under the laws or official regulations of the client's country or not been subject to a debarment recognized under the Agreement for Mutual Enforcement of Debarment Decisions (the "Cross-Debarment Agreement")⁵, beyond those declared in paragraph 9 of this EOI submission form.

⁵ The Cross-Debarment Agreement was entered into by the World Bank Group, the Inter-American Development Bank, the African Development Bank, the Asian Development Bank and the European Bank for Reconstruction and Development, additional information may be located at: <http://crossdebarment.org/>.

4. I acknowledge and accept the IFAD Revised Policy on Preventing Fraud and Corruption in its Activities and Operations. I certify that neither me nor any person acting for me or on my behalf has engaged in any prohibited practices as provided in ITC Clause 6. Further, I acknowledge and understand my obligation to report to anticorruption@ifad.org any allegation of prohibited practice that comes to my attention during the selection process or the contract execution.
5. No attempt has been made or will be made by me to induce any other consultant to submit or not to submit an EOI for the purpose of restricting competition.
6. I acknowledge and accept the IFAD Policy on Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse. I certify that neither me nor any person acting for us or on my behalf has engaged in any sexual harassment, sexual exploitation or abuse. Further, I acknowledge and understand my obligation to report to ethicsoffice@ifad.org any allegation of sexual harassment, sexual exploitation and abuse that comes to my attention during the selection process or the contract execution.
7. I declare that neither me sub-consultants, sub-contractors, have any actual, potential or perceived conflict of interest as defined in ITC Clause 5 regarding this selection process or the execution of the contract. I understand that I have an ongoing disclosure obligation on such actual, potential or perceived conflicts of interest and shall promptly inform the client and the Fund, should any such actual, potential or perceived conflicts of interest arise at any stage of the procurement process or contract execution.
8. The following criminal convictions, administrative sanctions (including debarments) and/or temporary suspensions have been imposed on me or my sub-consultants, sub-contractors:

Nature of the measure (i.e., criminal conviction, administrative sanction or temporary suspension)	Imposed by	Name of party convicted, sanctioned or suspended (and relationship to the consultant)	Grounds for the measure (i.e., fraud in procurement or corruption in contract execution)	Date and time (duration) of measure

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If no criminal convictions, administrative sanctions or temporary suspensions have been imposed, indicate “none”.

9. I acknowledge and understand that I shall promptly inform the client about any material change regarding the information provided in this EOI submission form.
10. I further understand that the failure to properly disclose any of information in connection with this EOI submission form may lead to appropriate actions, including my disqualification as consultant, the termination of the contract and any other as appropriate under the IFAD Policy on Preventing Fraud and Corruption in its Projects and Operations.
11. I understand that you are not bound to accept any EOI that you may receive.

[Authorized signatory]

[Name of signatory]

*[Name, Cell Number and address
of consultant]*

Form EOI-2
Not Applicable

Form EOI-3
Experience of the Consultant

Re: Consulting Services for Feasibility Study for Women Enterprise Facility/Processing Unit

Ref No: PP2021-22/Consulting/AWPB#1.2.8/PP#04

Detailed curriculum vitae (CV) to be shared with required documents like copy of CNIC, proof of experience, sample reports etc.

ANNEX 1

PRELIMINARY TERMS OF REFERENCE

Consulting Services for Feasibility Study for Women Enterprise Facility/Processing Unit

Terms of Reference (TOR)

Consulting Services for Feasibility Study, Design, and Construction Supervision of the Roads under Gwadar-Lasbela Livelihoods Support Project – Phase II (GLLSP – II)

1. Client

The client for this assignment is Project Management Unit, Gwadar-Lasbela Livelihoods Support Project – Phase II (GLLSP – II)

2. Background on project:

The proposed project (GLLSP II) is a second phase of the IFAD Funded Gwadar-Lasbela Livelihood Support Project. The GLLSP II will consolidate the results already achieved and will geographically cover the same two districts i.e. Gwadar & Lasbela. The target districts have high levels of poverty. The area is predominantly rural where households (around 133,000 in total) depend mainly on agriculture, livestock and fisheries resources exploited in an unsustainable manner. Women are socially and economically disadvantaged and the present status of nutrition and food security is alarming. Investments in the development of youth skills remain low. There is considerable potential for development of fisheries, livestock and agriculture as well as youth empowerment with the right combination of infrastructure, human development and value chain investments.

The Project will benefit around 100,000 hhs and cover the overall 400 villages of the two districts during a six-year implementation period. The GLLSP II Development Objective is “to sustainably increase the incomes and enhance the livelihoods of the rural poor fisherfolk’s and agricultural households in the project area”. It will benefit around 100,000 hhs and cover the overall 400 villages of the two districts during a six-year implementation period.

3. Overall project objective:

The Project Development Objective is “to sustainably increase the incomes and enhance the livelihoods of the rural poor fisherfolk’s and agricultural households in the project area”.

4. Introduction to the assignment:

NRSP⁶ is implementation partner for Gwadar-Lasbela Livelihoods Support Project – Phase II (GLLSP – II), the project is being implemented in the 40 Union Councils of Gwadar and Lasbela, the total duration of this project is 05 Years 2022–2027. The key project interventions include capacity building for participatory development, poverty graduation and empowerment, women resource center, youth employment and community physical infrastructure development. Project will target households having BISP Poverty Score Card (PSC) 0-40. Project will ensure to addresses strategic gender interests and the practical gender needs of women through Women Resource Center, various activities will be implemented to strengthened the women resource center which includes capacity building for income enhancement /Tool book, provision of toolkits, afforestation campaigns with women, kitchen gardening – nutrition support, feasibility study for women enterprise facility/ processing unit and establishment of women enterprise facility/ processing unit.

5. Objective of the assignment

The objective of this assignment is conducting a feasibility study for women enterprise facility /processing unit, the details are listed below;

- **Feasibility Study for Women Enterprise Facility/ Processing Unit**

The project provides matching grant to a Farmer Enterprise Groups (FEG's) to start a business on the bases of feasibility (business plan), which include Poultry Hatchery Units, Small Feed Unit, Cold Storage, Onion and Tomato Cold Chain, Dry Unit, Vegetable Cold Chain, Packaging House, Dehydration Unit's. A potential union council will be identified through UCDP to establish a women enterprise facility/ processing unit in Lasbela District, The Feasibility Study exercise will be carried out so that its importance, risks, potentials, budget required, trade specific requirements, procurement needs, location feasibility, needs of beneficiaries, trades etc be analyzed in detail. In the light of overall project objectives and above listed description, NRSP intend to engage an experienced Individual consultant to carry out this feasibility study

6. Scope of work

⁶ www.nrsp.org.pk

- a. Review NRSP-GLLSP-II Programme documents and associated material, consultation meeting with NRSP GLLSP-II team and submit an inception report.
- b. Identify and assess potential processing units including Poultry Hatchery Units, Small Feed Unit, Cold Storage, Onion and Tomato Cold Chain, Dry Unit, Vegetable Cold Chain, Packaging House, Dehydration Unit's
- c. Conduct detailed market assessment and identify gaps which could be fulfilled through establishment of women enterprise facility /processing unit.
- d. Feasibility Study should include, analyze and describe the importance, risks, potentials, budget required, trade specific requirements, procurement needs, location feasibility, needs of beneficiaries, trades, tools, equipment, raw material, product, production processing, packing and packaging, market and marketing, branding and value chain etc be analyzed in detail.
- e. Develop detailed guidelines on “how to establish women enterprise facility /processing unit
- f. Feasibility study /processing unit should clearly identify required infrastructure, machinery and equipment for developing/producing the products.
- g. The proposed women enterprise facility/processing unit should be in line with LSOs operational and financial management capacity. Individual consultant should conduct meeting with LSO and community to get insight.
- h. The business plan for proposed processing unit should be part of feasibility study report.
- i. Review of current government regulation, tax implication and registration requirement for proposed processing unit.
- j. Visit to local market, public and private institutions, exiting processing units
- k. The individual consultant shall propose an outline of the feasibility study
- l. Identify one potential union council with the consultation of UCDP/Project staff to established a women enterprise facility/ processing unit in Lasbela District
- m. To conduct a training of project staff and community on how to establish a women enterprise facility/processing unit

7. Deliverable

Activity	Timeline
a. Submission of inception report	One week after the award of contact
b. Share the result of market assessment for potential products/businesses for Women Enterprise facility/processing unit	Four weeks after the approval of inception report

c. Develop study design before to carry out the study and share with NRSP, this should cover objectives of study, scope of study, methodology, questionnaire/tools, sampling method, data collection, data analysis, result/recommendation etc.	Should be included in the inception report
d. Share infrastructure, machinery and equipment requirements for developing/producing the products	Six weeks after approval of inception report
e. Development of enterprise/business model around women enterprise facility/processing unit	Six weeks after approval of inception report
f. Identify potential value chains around the existing inputs and skills	Six weeks after approval of inception report
g. Share a report for establishment of productive market linkages for women enterprise facility/processing unit	Six weeks after approval of inception report
h. Develop strategy and implementation plan for women enterprise facility/processing unit	Six weeks after approval of inception report
i. Marketing tools/techniques developed and nurturing of women enterprise facility/processing unit	Six weeks after approval of inception report
j. Provide all supporting documents	Eight weeks after the award of contact
k. Submission of final report	Eight weeks after the award of contact

8. Location of the assignment

The assignment is field, office and home-based. The duty station of the work while in GLLSP-II Programme District Lasbela. NRSP will provide an office space (work station) for the individual consultant while in field Office.

9. Duration of the assignment

All agreed activities will be conducted from 1st April, 2023 till May, 2023. The total working days for this assignment is 45 days, individual consultant is supposed to complete its work within agreed time frame, NRSP will monitor the progress very closely, if the individual consultant will fail to conduct the activities as per agreed work plan than NRSP has right to terminate its contract with immediate effect without giving any notice.

10. Consultant's qualifications and experience

- a. Advanced university degree (18 years of education) in economics, business, enterprise development, or other relevant discipline.
- b. A 5 years practical experience in the field of community and local economic development, especially entrepreneurship development and women-enterprise facility/processing unit, including experience in product development, value chain, marketing. Exposure to the needs, conditions and problems in Balochistan. Familiarity with donor funded programs is a strong asset; capacity to work in a complex institutional environment involving all stakeholders.
- c. Proven experience in conduction of similar assignments in similar settings.

ANNEX 2

Qualification and Evaluation Criteria

- a. Advanced university degree (18 years of education) in economics, business, enterprise development, or other relevant discipline.
- b. A 5 years practical experience in the field of community and local economic development, especially entrepreneurship development and women-enterprise facility/processing unit, including experience in product development, value chain, marketing. Exposure to the needs, conditions and problems in Balochistan. Familiarity with donor funded programs is a strong asset; capacity to work in a complex institutional environment involving all stakeholders.
- c. Proven experience in conduction of similar assignments in similar settings.
- d. Must be active tax payer list of FBR.

Item	Criteria	Points
A.	Eligibility	Mandatory
i	On active tax payer list of FBR	Must
ii	Advanced university degree (18 years of education) in economics, business, enterprise development, or other relevant discipline.	Must
iii	Minimum Experience (5 years) in the field of community and local economic development, especially entrepreneurship development and women-enterprise facility/processing unit,	Must
iv	Minimum Experience of being involved in 05 feasibility studies of comparable nature	Must
v	At least 3 reports (survey, feasibility, research etc)	Must
B.	Qualification	30

i	Advanced university degree (18 years of education) in economics, business, enterprise development, or other relevant discipline. Phd or above = 30 Points Master's Degree- 18 years = 20 points Below Master's Degree – 18 years = Not Eligible	30
C.	General Experience	10
i	Minimum Experience (5 years) in the field of community and local economic development, especially entrepreneurship development and women-enterprise facility/processing unit, including experience in product development, value chain, marketing. Exposure to the needs, conditions and problems in Balochistan. Five years of Experience = 5 points Each additional year = 1 point (maximum 10 points)	10
D.	Specific experience	60
i	Experience of being involved in carrying out feasibility studies in areas comparable to establishing women enterprise facility/processing unit development. 5 feasibility Studies in areas comparable given above = 25 Points Each additional feasibility study = 5 points (maximum 50 points)	50
ii	Communication and writing skills, (applicant must share sample of their writing/reports). Each Report (survey, feasibility, research etc.) = 3 points (maximum 10 points)	10
	Total Points	100
	Minimum points required to pass	60 points

Highest-ranked individual consultant will be invited to submit a combined technical and financial offer, which is then may be negotiated with the consultant.