



## **National Rural Support Programme**

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Date: 7<sup>th</sup> April, 2023

## **Request for Applications**

### **For**

**Hiring of a Consultant to write and finalize the concept notes and proposals on Climate Change Issues being faced by the Country (Pakistan);  
for submission to Green Climate Fund.**

Ref No. RQ-1144

## NEWSPAPER ADVERTISEMENT

**NRSP**

National Rural Support Programme

### **REQUEST FOR APPLICATIONS (RFA)**

National Rural Support Programme (NRSP) intends to hire an Individual Consultant / Expert to write and finalize the concept notes and proposals on Climate Change issues being faced by the Country (Pakistan); for submission to GCF and other potential donors in order to access climate finance.

The complete Request for Application documents are available on NRSP's website at <https://nrsp.org.pk/tenders/> which can be downloaded free of cost. Individual Consultants/ Experts having relevant experience and good track record are encouraged to apply. Last date for the submission of applications in hard copy in sealed envelope is **Wednesday April 19, 2023 till 11:00 am** to the address given below. NRSP reserves the right to accept or reject any/all applications or cancel the RFA.

NRSP Procurement Section, # 7, Sunrise Avenue, Main Park Road near  
COMSATS University, Islamabad. Tel: +92-51-8746170-3

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RFA Details		
1.	Date of availability of Request for Application on NRSP website	<b>7<sup>th</sup> April, 2023</b>
2.	Last date for sending queries/ questions or clarifications to NRSP	<b>11<sup>th</sup> April, 2023</b>
3.	Last date, time and address for receipt of Applications (in hard & soft copies)	<b>19<sup>th</sup> April, 2023 by 11:00 a.m.(PST)</b> #7, Sunrise Avenue, Main Park Road near COMSATS University, Islamabad, Pakistan. Tel: +92-51-8746170-3
4.	Address for communication and correspondence	As above and <a href="mailto:proposals@nrsp.org.pk">proposals@nrsp.org.pk</a>

## 1. Introduction

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

## 2. Background

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

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

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

## 3. Scope for work/Deliverables

Sr#	Deliverables	Key activities
1	Write Concept Notes and Complete Proposals	<ul style="list-style-type: none"><li>• Literature reviews and research work (data collection from primary or secondary sources); required for the proposal work</li><li>• Participate in review and consultation meetings with partners, donors, MoCC management, experts etc</li><li>• Coordinate with the relevant stakeholders in identifying and prioritizing key sectors for climate investments</li></ul>

Sr#	Deliverables	Key activities
		<ul style="list-style-type: none"> <li>Lead the writing work for the finalization of concept notes and proposals (GCF pipeline projects for NDA and NRSP)</li> </ul>
2	Technically review and provide feedback to the entities and government departments on the concept notes and proposals submitted to MoCC	<ul style="list-style-type: none"> <li>Participate in GCF coordination meetings and provide technical inputs on the concept notes and proposals</li> <li>Organize and record (prepare short reports) for consultation workshops and meetings</li> </ul>

#### 4. Time Frame

Total time frame of this assignment is 10 months. Consultant to work as a full time expert, with the Climate Finance Unit (CFU) of the Ministry of Climate Change (MoCC) at Islamabad in accordance with the official office hours. Contract signing date between Consultant and NRSP will be considered as start date of this assignment. Extension in the contract is possible on the basis of performance and project requirements.

#### 5. Required Qualification and Experience

- Master or PhD in topics related to Environment and Climate Change (from a recognized national and/ or international university)
- At least 5 years of working experience on writing proposals on climate change mitigation and adaptation (including energy generation and access, forestation, transport, livelihoods, health/food/water security, ecosystem etc)
- Must have excellent writing skills in English

#### 6. Functional Competencies

- Management and Leadership
- Consistently approaches work with energy and a positive, constructive attitude, demonstrates openness to change and ability to manage complexities
- Ability to lead effectively, mentoring as well as conflict resolution skills, demonstrates strong oral and written communication skills
- Remains calm, in control and good humored even under pressure
- Proven networking, team-building, organizational and communication skills
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Treats all people fairly without favoritism.

#### 7. Submission of Applications

- The submission pack must comprise Profile of the Applicant (5 pages only), along with the required supporting documents as annexures. Envelope should be marked as:

**Application for Hiring of a Consultant to write and finalize the concept notes and proposals on Climate Change Issues being faced by the Country (Pakistan); for submission to GCF and other potential donors in order to access climate finance.**

**Ref No. RQ-1144**

## **8. Budget and Payments**

Monthly payments will be made to the Consultant at the end of every month. Payments will be based on the monthly performance report to be prepared by the Consultant. This report will be submitted to (i) CFU of MoCC and (ii) NRSP for review before processing of payments to the Consultant. Report may outline the progress made by the Consultant during the month; against the assigned tasks. Supporting documents including proposals, concepts prepared/ worked-on, consultation workshops/ meetings reports etc will be annexed as part of these performance reports.

PKR 200,000 will be paid to the consultant, every month for 10 months. Applicable taxes will be deducted from each payment as per law of land. Deduction certificate/CPRs will be provided after 4-6 weeks from date of payment.

## 9. Selection Criteria and Scoring

The Consultant will be selected using fix budget method. The Consultant scoring the highest technical marks would be shortlisted for the award of this assignment. Applications will be evaluated using below mentioned evaluation criteria.

#	Indicators	Scores	Means of Verifications (MoVs)	Remarks
1	Master or PhD degree in topics related to environment and climate change (from a recognized national and/or international university)	<ul style="list-style-type: none"> <li>Master Degree: 15</li> <li>Individual having PhD in relevant subject will get extra scores: 5</li> </ul>	1.1. Copy of Degree	>>NRSP may approach relevant institution for degree verification
		(subtotal score = 20)		
2	At least 5 years of working experience on writing proposals on climate change mitigation and adaptation (including energy and access, forestation, transport, livelihoods, health/food/water security, ecosystem etc)	<ul style="list-style-type: none"> <li>5 Years of relevant experience: 15</li> <li>Less than 5 Years of relevant experience: 0</li> </ul>	2.1. Proofs which may satisfy the evaluators that applicant consultant has relevant working experience for 5 years (share agreements, completion certificates etc for the sample assignments shared)	>>This information is required for the work done by the Consultant >>NRSP may verify the information from various sources >>Relevant experience means experience on writing proposals/ concept notes >>If applicant is not able to share the complete agreements, then few relevant abstracts can be shared only (however NRSP assures to keep the applicant information as confidential) >>Sample work documents to be shared must be
		<ul style="list-style-type: none"> <li>If evaluator is fully satisfied with the required samples of proposals/ concept notes prepared: 35</li> </ul>	2.2. Share two samples of complete proposals (one must be on climate change)	
		<ul style="list-style-type: none"> <li>Evidence on proof that the sample assignments are completed by the applicant consultant: 15</li> </ul>	2.3. This is required for the sample assignments shared (discussed in point 2.2 above). Applicant may share agreements, completion certificates etc). Indicate if this requirement is already fulfilled as part of the documents shared against point 2.1 above.	
		<ul style="list-style-type: none"> <li>Writing skills in English: 15</li> </ul>	2.4. Will be assessed by the evaluators by reviewing the sample work shared against point 2.2 above	

#	Indicators	Scores	Means of Verifications (MoVs)	Remarks
				recent (completed in last 5-7 years)
		(subtotal score = 80)		
Total Score: 100				

*Consultant scoring 70% or above marks in the technical evaluation would be qualified/shortlisted for the interviews. 20 Scores are allocated for Interview of the shortlisted applicant, which will add into technical scores obtained by the applicant. Shortlisted Consultant to obtain highest combined scores (technical + interview) will be offered the award for this assignment. Only one Consultant will be awarded the contract by NRSP.*



## **10. Specific Terms & Conditions**

- a) Any Consultant, either national or international; can apply for this assignment
- b) Registration with FBR and being an active FBR filer is highly recommended for Consultants applying for this assignment; as there are tax implications. It is important to note that tax deductions are high for non-FBR registered and non-active FBR filer Consultants.
- c) All required information under MoVs (Section-9) is mandatory for the Consultant to provide along with the Profile
- d) Share exactly what is asked as MoVs (Section-9), in sequence accordingly to the serial numbers mentioned in MoVs column. Name these serial numbers as Annexure\_1.1, Annexure 2.1 and so on (in order to properly organize the documents in soft and hard). This will be considered as an application from the Consultant
- e) Make sure to provide all the required information, though any missing information might be asked from the Consultant once only (2-days deadline will be given); afterwards Consultant's application will be considered as un-eligible (if no information is provided); or otherwise as decided by the evaluation committee
- f) Application submission should be done in both hard and soft, as per the instructions given in this RFA.
- g) NRSP will not be responsible for any cost incurred by the applicant; for applying to this assignment
- h) Due to any difficult circumstances (project closer, unsatisfactory performance etc), NRSP may terminate the RFA or Agreement signed with the Consultant. In case of agreement cancelation, after mutual discussions/ agreements (between NRSP and Consultant); remaining payments according to the work done will be made to the Consultant
- i) Responding to this RFA means applicant will agree to all requirements/ instructions mentioned in this RFA and TORs
- j) An effort by an applicant to influence NRSP, directly or indirectly through unfair means may result in the black listing for existing and any future opportunities of NRSP.
- k) A Contract/agreement will be signed with successful applicant for timely provision of appropriate services and method of payment. Failure to meet the conditions of the agreement will result in cancellation of the agreement at the risk and cost of the applicant.
- l) RFA publication does not constitute any commitment on part of NRSP unless a written agreement is signed by both parties.
- m) NRSP does not bind itself to accept any application and reserves the right to reject any or all applications at any point of time prior to signing of contract without any reasons whatsoever.
- n) NRSP reserves the right to initiate re-tendering without providing any reason whatsoever. NRSP shall not incur any liability on account of such rejection.
- o) Standard Code of conduct document of NRSP is enclosed as Annex B. Consultant responding to this RFA and who may be selected for award; will have to ensure compliance for this code of conduct.
- p) The application will remain valid for a period of 45 days from the closing date. Any offer falling short of the validity period is liable for rejection.

## **11. Deadline for Submission of Application**

- a) Application must be received by NRSP at the address specified in the RFA not later than the specified date and time as mentioned in the RFA. If the submission date is a public holiday, then any next working day will be considered as last date of submission.
- b) NRSP may, at its discretion, extend this deadline for submission of applications by amending the

RFA.

## **12. Confidentiality Statement**

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

## **13. Rejection of the Applications**

The applications are liable to be **rejected** if:

- It is received **through** Fax.
- It is received after **expiry** of the due date and time stipulated for application submission.
- It is incomplete and has not been submitted accordingly to the guidelines of this RFA.

## **14. Modifications and Withdrawal of Applications**

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

## **15. Application Opening and Evaluation**

The NRSP will open the applications, in the presence of applicants at the time and date mentioned in RFA document. The applicant who are present shall sign the sheet evidencing their attendance. In the event of the specified date of application opening being declared a holiday for NRSP, the applications shall be opened on next working days.

## **16. Governing Laws and Disputes**

All disputes or differences whatsoever arising between the parties out of or in relation to the meaning and operation or effect of this RFA Document or breach thereof shall be settled amicably. If, however the parties are not able to solve them amicably, the same shall be settled by arbitration in accordance with the applicable Pakistani Laws and the award made in pursuance thereof shall be binding on the parties. The Arbitrator/Arbitrators shall give a reasoned award.

## **17. Appeals**

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

**UNDERTAKING/DECLARATION OF ELIGIBILITY**  
**(to be submitted on at least Rs.50/- stamp paper)**

In the response to your RFA Ref No. RQ-1144, I/We, the undersigned, hereby declare that:

- My application is valid for a period of 90 days from the last date for the submission.
- We agree to adhere to all of the terms and conditions as given in the tender documents of the NRSP and other documents as provided in the tender documents.
- We are registered with NTN, GST and provisional sales tax department(s).
- We confirm that we are not engaged in any corrupt, fraudulent, collusive or coercive practices and acknowledge that if evidence contrary to this exists, NRSP reserves the right to reject our application 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.

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

Name of Consultant: \_\_\_\_\_

CNIC: \_\_\_\_\_

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

### Code of Conduct and Ethics

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

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

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

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

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

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

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

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

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

### **Policy**

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

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