

Request for Proposal (RFP)

**For hiring the services of Firms for
Baseline Survey and Database Creation
for Karachi Water & Sewerage Services
Improvement Project (KWSSIP)**

**Project Title: “Strengthening of Katchi Abadi Cell and Engagement of
Community Based Organizations (CBOs)**

**Implemented by:
National Rural Support Programme (NRSP)**

**Funded and supported by:
Karachi Water & Sewerage Services Improvement Project (KWSSIP)**

RFP Reference # RQ-1791

Date of Issue: 31st July, 2024

PART 1 – PROPOSAL AND SELECTION PROCEDURES

Section I: Letter of Invitation (LOI) Requesting Proposals	This letter is addressed to firms following the advertisement dated 31 st July, 2024 published in the newspapers (Daily the News (Karachi & Islamabad and Daily the Nawa-e-waqat (Lahore)). Section I provides basic information about the service and advises consultants on how to obtain the RFP, the selection method and applicable competition rules that govern the selection and award process.
Section II: Instructions to Firms	This section provides information to help firms prepare their proposals; it also provides information on the submission, opening, and evaluation of proposals and on the award of the proposed contract.
Section III: Terms of Reference	This section includes the detailed terms of reference that describe the background, objectives, scope, tasks, as well as the schedule for delivery of each of the outputs requested via this RFP for consultancy services.
Section IV: Eligibility and Evaluation Criteria	This section stipulates the eligibility and past experience credentials to be evidenced to be furnished by the competing firms as well as the criteria to be used by NRSP to evaluate the proposals.
Section V: Technical Proposal	This section provides the technical proposal forms which are to be completed by the competing firms and to be submitted in the technical proposal envelope.
Section VI: Financial Proposal	This section provides the financial proposal forms which are to be completed by the competing firms and to be submitted in the financial envelope.
Section VII : Declaration & checklist	This section provided one declaration of eligibility and one litigation checklist which each firms need to submit with the technical proposal

PART 2 – CONDITIONS OF CONTRACT

Section VIII: Code of Conduct & Anti money laundering policy	This section contains the fraud policy/code of conduct of NRSP and Anti-Money laundering policy/countering financing of Terrorism.
---	--

Contents

Section I: Letter of Invitation Requesting Proposals.....	4
Section II: Instructions to Firms	5
Section III: Eligibility and Evaluation Criteria	10
Section IV: Technical Proposal	13
Section V: Financial Proposal	20
Section VI: Terms of Reference	22
Section VII: Declaration of Eligibility & Litigation Checklist	28
Section VIII: Fraud Policy/Code of conduct/NRSP AML/CFT Policy	31

Section I: Letter of Invitation Requesting Proposals

Islamabad

Date: 31st July, 2024

Ref:

Dear Madam/Sir,

NRSP would like to invite proposals ("proposals") from eligible firms to submit a proposal in accordance to the RFP "Ref:RQ-1791" for the provision of services as described in the title. Within the RFP you will find all the information in detail necessary for these services. The RFP includes the following sections:

Part 1 – Proposal and Selection Procedures

- Section I Letter of Invitation Requesting Proposals (LOI)
- Section II Instructions to Firms
- Section III Eligibility and Evaluation Criteria
- Section IV Technical Proposal
- Section V Financial Proposal Forms
- Section VI Terms of Reference

Part 2 – Conditions of Contract and Contract Forms

- Section VII Fraud Policy/Code of conduct/NRSP AML/CFT Policy

A pre-proposal meeting will be held as described in the RFP. Proposals must be delivered to the address given below no later than **15th August, 2024 till 15:00 hrs**. Firms should be aware that late proposals after deadline will not be accepted under any circumstances and will be returned unopened to the firms/consultant(s). Electronic proposals *shall not* be accepted.

Yours Sincerely,

NRSP-Procurement Section

For National Rural Support Programme

IRM Complex, 7th sunshine Avenue, near COMSAT University,
Park Road, Islamabad

Email: Procurement@nrsp.org.pk

Section II: Instructions to Firms

Introduction	Firms shall adhere to all the requirements of this RFP, including any amendments made in writing by NRSP. This RFP is issued in accordance with the hiring the services of Firms for Baseline Survey for Karachi Water & Sewerage Services Improvement Project (KWSSIP) and as per NRSP procurement policies and procedures. Firms are invited to submit a technical and a financial proposal for services required for this assignment. NRSP is not bound to accept any proposal, and reserves the right to cancel the procurement at any time prior to contract award, without thereby incurring any liability to any consultant/firm, upon notice to the consultants/Firms or publication of cancelation notice on NRSP website.
Code of conduct, fraud, corruption, AML/CFT	All consultants/Firms must read the NRSP's code of conduct, fraud, corruption and AML/CFT policy attached with this RFP as Annexure VII and ensure the compliance of all clauses in their activities and operations.
Conflict of Interest	A consultant/firm is under an obligation to disclose any situation of actual, potential or perceived conflict of interest that impacts, may impact, or might reasonably appear to be perceived by others to impact, their capacity to serve the best interest of the NRSP. NRSP requires every prospective consultant/Firm to avoid and prevent conflicts of interest, by disclosing to NRSP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements and the other information used in the RFP. All involved parties in the procurement of services are required to disclose any potential conflicts of interest. This includes any affiliations with the owner, directors, or key personnel who are family members of NRSP staff, as well as any connections to the government of the country or any implementing partner receiving services under this RFP. Full transparency regarding such relationships is essential to ensure fairness and integrity throughout the procurement process. Consultant/firm having conflict of interest shall be disqualified.
Cost of proposal	NRSP shall not be responsible for any costs associated with the preparation and submission of a proposal. The consultant/firm shall bear all costs associated with the preparation and submission of its proposal, regardless of the conduct or outcome of the proposal process.
Language of the proposal	Language of the proposal to be submitted should be English.
Currency of proposal	Currency of the proposal and budget shall be quoted in PKR only. (Pakistani Rupees)
Joint venture, consortium or association	If the consultant/firm is a group of legal entities that will form or have formed a joint venture (JV), consortium or association for the RFP, they shall confirm in their Proposal that: (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, consortium or jointly and severally, which shall be evidenced by a duly notarized agreement among the legal entities and submitted with the proposal, (ii) if they are awarded the contract, the contract shall be entered into, by and between NRSP and the designated lead entity, who shall be acting for and on behalf of all the members entities comprising the joint venture, consortium or association, (iii) should submit the JV, consortium or association agreement having clear roles and responsibilities of each party with the technical proposal.
Applicable taxes	Consultants/Firms should include all the applicable taxes (provincial and federal) in their financial proposal as per law of the land. Applicable tax would be deducted from each payment as per prevailing law.
Only one proposal	One firms shall submit only one proposal as a sole consultancy firms or as a joint venture member. If a consultant participates in more than one proposal, all such proposals shall be disqualified. However, this does not preclude the participation of the same sub-consultants, including individual experts, in more than one proposal.

Validity of proposal	Proposal shall remain valid for 90 working days from the deadline for the submission of the proposal.
Method of submission (sealing and marking of proposal)	The “original” and each “copy” of the technical proposal shall be placed in a sealed envelope clearly marked “technical proposal”. Similarly, the “original” and each “copy” of the financial proposal shall be placed in a separate sealed envelope clearly marked “financial proposal”. Each envelope shall bear the name and address of the NRSP as stated in the RFP, the name and address of the consultant/firm (in case they may have to be returned unopened), and the name and reference number of the assignment. In addition, the envelope containing the original and copies of the financial proposal shall be marked with a warning “do not open with the technical proposal”. If the financial proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for rejecting the proposal. Soft copy of complete technical proposal must also be submitted on USB. The two envelopes containing the Technical Proposal and the Financial Proposal shall then be placed into one outer envelope or carton (as appropriate) and securely sealed to prevent premature opening. This outer envelope shall bear the submission address, name and address of the Consultant, name of the assignment and its reference number.
Deadline for the submission of Proposal and opening	Proposals must be received by the NRSP before 15th August 2024, till 15:00hrs. Proposals requested to be withdrawn shall remain unopened. No proposal may be withdrawn, substituted, or modified in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity specified in this RFP. NRSP may, at its discretion, extend the deadline for the submission of proposals by amending this RFP and shall communicate through proper medium(email/newspaper). Technical proposal will be opened publically in the presence of consultants/firms who choose to attend the opening on 15th Aug, 2024 at 15:30hrs. The address for opening of proposal will be same as address for submission of proposals.
Contact persons for correspondence, notifications ,Clarification and queries	For any queries or clarification regarding RFP, kindly send your queries to the following email address: Email: <u>procurement@nrsp.org.pk</u> Any delay in NRSP’s response shall not be used as a reason for extending the deadline for submission, unless NRSP determines that such an extension is necessary and communicates a new deadline to the proposers.
Deadline for submission of Queries	Requests for clarification/queries from firms will not be accepted after 6th August 2024 .
Deadline for replies to the queries	Responses to queries will be communicated to consultants/firms via email latest by 8th Aug, 2024 . The queries and replies document would also be upload on NRSP website along with the RFP documents.
Late Proposals	Any proposals received by the client after the deadline for submission of proposals shall be declared late, rejected, and returned unopened to the consultant.
Pre proposal Meeting	A pre-proposal conference/meeting will be held at 11:00 hrs on 5th Aug, 2024 at NRSP Karachi Office, House 113-B, Sindhi Muslim Cooperative Housing Society, Block-B, Shahrah e Faisal, Karachi in person or via zoom meeting. Zoom link to join meeting is given below: https://us02web.zoom.us/j/89289039215?pwd=v0UcSDuD34RXKazSkZpp0eqpp6Dsnz.1 Meeting ID: 892 8903 9215 Passcode: 427686 Attendance is strongly advised for all prospective consultants/firms or their representatives in this meeting.

Proposal opening	NRSP shall open the outer envelopes in a public meeting at the address, date and time specified in the RFP as soon as possible after the deadline for submission and sort the proposals into technical proposals or financial proposals as appropriate. NRSP shall ensure that the financial proposals remain sealed and securely stored until such time as the public opening of financial proposals takes place.
Confidentiality	Information relating to the evaluation of proposals and recommendations of contract award shall not be disclosed to firms or any other persons not officially concerned with the process, until the publication of the award of contract. Any attempt or effort by a consultant/firm to influence the client in the examination, evaluation, and ranking of proposals or contract award decisions may result in the rejection of its proposal.
Evaluation of technical proposal	NRSP's technical evaluation committee (TEC) shall evaluate the technical proposals on the basis of their responsiveness to the terms of reference, applying the evaluation criteria, and sub-criteria. Each responsive proposal will be given a technical score. A proposal may be rejected at this stage if it does not respond to the RFP or if it fails to achieve the minimum technical score (70%) in sub criteria indicated below. QCBS (quality and cost based selection) Proposals will be ranked according to their combined technical and financial scores using the weights (T = the weight given to the technical proposal; F = the weight given to the financial proposal; T + F = 100%) A QCBS method of evaluation will be followed.
Evaluation of Financial proposal	Financial proposal (30%) Financial proposal of only those firms will be considered who acquire at least 70% score in technical evaluation. The financial score will be calculated using the following formula: $F = (\text{lowest bid}/f) \times 100$; where F = Financial Score, f = proposed budget of the firms.
Notice of intent to Award	After the completion of the evaluation report and having obtained all the necessary internal and donor approvals, NRSP shall notify the unsuccessful firms. After the time given for recording the grievances, if any, NRSP shall notify the notice of intent to award to the successful consultant/firm. The notice of intent to award shall include a statement that NRSP shall issue a formal notification of award and draft contract agreement after expiration of the period for filing a protest and the resolution of any protest that are submitted. Delivery of the notice of intent to award shall not constitute the formation of a contract between NRSP and the successful consultant and no legal or equitable rights will be created through the delivery of the notice of intent to award. At the same time, when NRSP issues the notice of intent to award, NRSP shall also notify, in writing, all other consultants of the results of the selection process. NRSP shall promptly respond in writing to any unsuccessful consultant who, after receiving notification of the selection results, makes a written request for a debriefing or submits a protest.
Invitation to Negotiation and proceedings	Upon the expiry of the period for submission of protests and appeals and/or when all protests and appeals have been resolved, as applicable, NRSP shall send an invitation to negotiations to the successful consultant/firm. Negotiations will be held on the date and at the address communicated. The invited consultant/firm (who is invited via the notification of award) will, as a pre-requisite for attendance at the negotiations, confirms the availability of all the key professional personnel listed in the technical proposal. Failure to confirm such personnel may result in the proceeding to negotiate with the next-ranked consultant/firm. Representatives conducting negotiations on behalf of the consultant/firm must have written/clear authority to negotiate and conclude the contract on behalf of the consultant/firm.
Notice of Contract Award	NRSP shall issue the notice of award to the successful consultant/firm and sign the contract.

Return of unopened financial Proposals	After contract signature, NRSP shall return the unopened financial proposals to the unsuccessful consultant/firm in case of QCBS selection method
Expected date for contract Award	The entire process from the issuance of RFP to the awarding of contract, is expected to be finalized within a timeframe of 30-45 days. The consultant/firm is expected to commence the assignment on the date and at the location specified in the RFP.

Section III: Eligibility and Evaluation Criteria

Eligibility of consultants	Every consultant /Firms is eligible having: • Registration certificate of firm with SECP or registrar of firms. (Copy of certificate to be provided with the technical proposal) • Active NTN and on active filer list of FBR. Copy of certificate to be provided with the technical proposal) • At least 3 contract of survey in last 5 years. (Copies of contracts to be attached with the technical proposal). • Annual Audit reports for the last two financial years (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) • Must have experience of tablet/android application based data collection/survey or willing to use tablet/android base application for this assignment. • Having past experience in GIS Database development
Legal status	A copy of letter of incorporation (registration), or other such document, indicating its legal status. If the consultant/firm is an association of entities, the consultant shall include any other document showing that it intends to associate, or it has associated with, the other entity or entities that are jointly submitting a proposal.
Official Address	Consultant / firm must clearly indicates its official address (physical address, not post box number), official website / webpage (if any), contact numbers and official email address with detail of focal person for this proposal.
Financial criteria	The consultant/firm shall provide evidence i.e. last two financial years audit report or bank statement showing that it has the sufficient financial capacity needed for this contract.
Litigation criteria	The consultant/firm shall provide accurate information on any current or past litigation or arbitration resulting from contracts completed, terminated, or under execution by the consultant over the last five (5) years. A consistent history of court/arbitration decisions against the consultant/firm or existence of ongoing high value disputes may lead to the rejection of the proposal.

Evaluation Criteria for Technical and Financial Proposals	A QCBS method of evaluation will be followed. The technical and financial proposals will be evaluated according to the following criteria: Technical Proposal a) Rationale and Strategy: i) Firm understanding of the assignment 05 Marks ii) Approach & Methodology 20 Marks b) Workplan 10 Marks c) Relevant Work Experience in baseline studies i) Experience in undertaking GIS and CAPI (Computer-Assisted Personal Interviewing) based surveys 10 Marks ii) Experience in Database development 10 Marks d) Team Composition i) Team Leader (1) 15 Marks ii) GIS Expert (1) 10 Marks iii) Database Developer (1) 05 Marks iv) Data Analyst (1) 05 Marks v) Android based application software developer (1) 05 Marks Financial proposal (30%) Financial proposal of only those firms will be considered who acquire at least 70% score in technical evaluation. The financial score will be calculated using the following formula: $F = (\text{lowest bid}/f) \times 100; \text{ where } F = \text{Financial Score, } f = \text{proposed budget of the Firms.}$
Evaluation Method	The minimum score required for technical proposal is 70%. If none of the proposals reach or exceed the minimum technical score specified NRSP reserves the right to invite the consultant/firm receiving the highest technical score (Ts) to negotiate both its technical and financial proposals. If the negotiations fail to result in an acceptable contract within a reasonable time, NRSP reserves the right to terminate the negotiations, and to invite again the consultant/firm receiving the next highest technical score (Ts) to negotiate both its technical and financial proposals.

Section IV: Technical Proposal

The consultant/firm may use their own proposal format but it must include all the sections, as minimum, mentioned in below table:

Proposal Narrative	• Cover page: organization name, assignment title, duration of the assignment, target districts (where required), point of contact etc. • Table of content: list of all supporting documents and attachment with page numbers • Executive summary: provide the synopsis of the assignment • Implementation plan/methodology: describe the implementation plan with specific activities to be implemented and impact of these activities. The consultant/firm should explain understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. Consultant/firm must explain their approach, methodologies and tools with Gender Sensitive lens for implementation, monitoring and reporting. Consultant/firm should highlight the problems being addressed and their importance, and explain the technical approach consultant/firm would adopt to address them. Consultant/firm should also explain the methodologies proposed to adopt and highlight the compatibility of those methodologies with the proposed approach. Also comment here on any specialized equipment and/or software of which may be necessary to perform the scope indicated in the terms of reference. Please also explain monitoring and report system to be used during the implementation of the assignment. Consultant / Firms must also identify and explain any Risks associated with this assignment and proposed mitigation measures. • Description of prior work: provide brief description, including outcomes and deliverables and also any similar assignment the consultant/firm has implemented
Information of consultant/firm	• Introduction of the consultant/firm i.e. mission statement, organization size, relevant office locations, • Confirm whether the consultant/firm is a registered business entity • Provide a summary description of past and present operations, demonstrating the ability to carry out the assignment
Partners information (in case of consortium or Joint Venture)	• Introduce and provide relevant information about key partner organizations • Briefly describe the division of work and/or distinct roles and responsibilities among the consultant/firm and its partners • Briefly describe the experience with partners • JV/consortium agreement for this assignment.
Experience of the consultant/firm	• Describe any experience the consultant/firm has in the target area (geographic or thematic) in the same programme/assignment area or • Provide information of the similar assignment implemented in the past While describing the experience the following points must be included: Assignment name, cost of assignment, location, name of donor, start and completion date in the form of completion certificate, narrative description of assignment, description of actual services provided consultant/firm.

Financial Capacity of the consultant/firm	The consultant/firm's financial capacity to mobilize and sustain the services may be important for specific types of services in which the consultant is required to pre-finance significant expenses in advance of receiving payment from the NRSP. • Audited financial statements for the last three (3) years, supported by audit letters. • Certified financial statements for the last three (3) years, supported by tax returns. A consultant/firm that fails to demonstrate through its financial records that it has the financial capacity to perform the required services may be disqualified. If the proposal is submitted by a joint venture, all parties of the joint venture are required to submit the financial capacity information requested. The reports should be submitted in the order of the associate's significance in the joint venture, greatest to least. Failure to submit either of the documents as evidence of financial capacity will result in the rejection of the proposal.
--	--

Team composition and task assignment	The consultant/firm should propose the structure and composition of team to be engaged. Consultant/firm should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff. The team should comprise of at least the following experts: 1. Team Lead: Survey Expertise – M&E Specialist Qualifications & Requirements: The ideal candidate should possess a Master's degree in Social Sciences, Statistics, Economics, Development Studies, or a related field. He/she must have a minimum of 10 years of experience in Monitoring and Evaluation (M&E) roles, with a particular emphasis on development projects focusing on rural or urban community development. The candidate will be an expert in survey designing and execution, serving as the primary coordinator with NRSP during the survey process. Additionally, this role requires engaging a team of experts and ensuring the timely and high-quality completion of all deliverables. Experience in working with PIU, government bodies, or the World Bank is considered an additional asset for this position. Specific Professional Experience: • Expertise in designing and implementing surveys, including both quantitative and qualitative data collection methods. • Proven track record in developing M&E frameworks, data analysis plans, and the development of computational GIS-based polygon mechanisms. • Experience in managing and leading large teams, including the recruitment and training of enumerators. • Strong understanding of gender-sensitive approaches in data collection and analysis. • Demonstrated ability to review and synthesize project documents, integrating secondary data sources into comprehensive reports. 2. Database Developer Qualifications & Requirements: The candidate should hold a Bachelor's degree in Computer Science, Information Technology, or a related field. He/she must have at least 5 years of experience in database design, development, and management. In this role, the candidate will be responsible for designing and developing a robust database system to efficiently manage project data. Ensuring data integrity and security is a key aspect of the position, and the candidate will work closely with other team members to support various data needs. Experience with GIS data integration is preferred, adding value to the candidate's qualifications for this role. Specific Professional Experience: • Proficient in SQL, MySQL, or other database management systems. • Experience in developing databases for large-scale projects, particularly in the context of development or research. • Expertise in data security, backup, and recovery processes. • Experience with integrating GIS-based data into database systems. 3. Data Analyst Qualifications & Requirements: The ideal candidate should have a Bachelor's degree in Statistics, Data Science, Mathematics, or a related field. He/she must have at least 5 years of experience in data analysis and interpretation, particularly within a research or development setting. The candidate will be responsible for analyzing both quantitative and qualitative data to derive insights and provide recommendations for the project. Additionally, they will develop detailed reports and visualizations, ensuring the accuracy and relevance of the data presented. Experience in GIS data analysis is
--	---

	considered an asset for this position, enhancing the candidate's ability to contribute to the project. Specific Professional Experience: • Proficiency in statistical software such as SPSS, STATA, or R. • Experience in handling large datasets, including data cleaning, processing, and visualization. • Ability to conduct both descriptive and inferential statistical analyses. • Familiarity with GIS-based data analysis and mapping. 4. Android App-Based Survey Developer Qualifications & Requirements: The candidate should possess a Bachelor's degree in Computer Science, Software Engineering, or a related field. He/she must have at least 3 years of experience in developing mobile applications, specifically for the Android platform. In this role, the candidate will be responsible for developing and maintaining an Android-based survey application tailored to the project's data collection needs. Ensuring the app is user-friendly and capable of securely handling data is crucial. Experience with GIS integration in mobile apps is considered a plus, adding value to the candidate's qualifications for this position. Specific Professional Experience: • Proven experience in developing survey applications for Android platforms. • Strong knowledge of Android SDK, Java, and related technologies. • Experience with integrating GIS features into mobile applications. • Ability to design user-friendly interfaces and ensure data security and integrity. 5. GIS Expert Qualifications & Requirements: The ideal candidate should hold a Bachelor's degree in Geography, Geoinformatics, Environmental Science, or a related field. They must have a minimum of 5 years of experience in GIS-based analysis and mapping. The candidate will be responsible for creating and managing GIS-based maps and conducting spatial data analyses for the project. Additionally, they will collaborate with the team to provide geographic insights and ensure data integration across various platforms. Experience with GIS data in development projects is beneficial, enhancing the candidate's ability to contribute effectively to the project. Specific Professional Experience: • Proficiency in GIS software such as ArcGIS, QGIS, or similar platforms. • Experience in spatial data analysis, including the creation of GIS-based polygons and maps. • Familiarity with integrating GIS data with other data management systems. • Ability to interpret and present geographic data in an accessible and actionable format.
--	--

List of key personals (CVs)	The CVs of the key personals must include the Names, Parentage, CNIC, titles, responsibilities, relevant experience or qualification of key personnel involved in the management of the assignment
Availability of key professionals	the acknowledgement/ confirmation statement of the key professionals to be available for the said assignment.
Timeline/work plan	Consultant/firm should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by NRSP), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. The work plan should be consistent with the work and deliverables schedule
Deliverables	A list of the final documents, including reports and tables to be delivered as final output, should be included here.

Section V: Financial Proposal

Summary of budget	A proposal budget must be submitted in spreadsheet format. Indicate the total price to be paid by NRSP in PKR. Such total price must coincide with the sum of the relevant sub-totals.
Detailed budget (breakdown of budget by activity)	Provide fully loaded prices (including any travel, communication, local transportation, office expenses, all applicable taxes, direct and indirect rates
Applicable taxes	Applicable taxes would be included in each payment as per law of land.

Section VI: Terms of Reference

Affirmation	All the contents provided in these Terms of References (ToRs) are only limited to serve the purpose as stated in the ToRs. Any reproduction of these ToRs is profoundly disallowed. The contracting organization prohibits the use of data/information/content/analysis generated through this assignment for any purposes other than the fulfilment of the objectives and scope of these ToRs. The sharing with and disclosure of information to stakeholders other than the contracting organization without prior written consent is strictly disallowed. The contracting -organization does not accept and bear the responsibility for any interpretation of the contents beyond the scope of the assignment.
Introduction of NRSP	National Rural Support Programme established in 1991, Currently 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 67 Districts in all the four Provinces including Azad Jammu and Kashmir through Regional Offices and Field Offices.
Project Goal	Enhancing the quality of water and sewerage services, as well as improving the overall livability of the Katchi Abadi communities.
Project Outcome	Outcome-1: Strengthening of CBOs and Katchi Abadi Cell (KAC) for the sustainability through tripartite module. Outcome-2: Improvement in the knowledge of trained stakeholders as results of capacity building program. Outcome-3: The HHs of both Katchi Abadis starts receiving affordable drinking water and sanitation services. Outcome-4: Success of Bills Collection by CBOs. Outcome-5: Improvement in the awareness of people attended BCC campaign.
Target Location	Soba Nagar District Central and Essa Nagri District East of Karachi Pakistan
Direct Beneficiaries	Population comprising of 28,792 persons in Essa Nagri and 9,387 in Soba Nagar
Study Population	Hundred percent Households coverage of both Katchi Abadis.
Project Duration	15 months from March 2024 to May 2025
Baseline time frame	02 Months, September & October 2024

Background/context of assignment	NRSP has been engaged by the KWSSIP for implementation of one of the pilot studies i.e., “Strengthening of Katchi Abadi Cell and Engagement of Community Based Organizations (CBOs)”. Project Area: Soba Nagar (District Central): The population of the proposed project area i.e., Sobanagar / Goharabad as per Sindh Katchi Abadi Authority (SKAA) is 9,387 persons. Essa Nagri (District East): The population of the proposed project area Essa Nagri/ Welfare Colony as per Sindh Katchi Abadi Authority (SKAA) is 28,792 persons. The initial phase (Phase 1) aims to pilot and enhance water supply and sewerage services in two low-income community, utilizing various approaches that will enable the project to learn and scale up in subsequent phases. The Katchi Abadi Cell supply water in bulk and the NGO and CBO shall take the supply from point where the bulk water meter is placed. The responsibility of the KWSSIP shall end at the bulk meter/household meter. In the absence of a bulk meter the KWSSIP will make alternative measures to account for the water provided. In any case, household meters will be installed to help CBOs to advocate water conservation and bill/collect volumetric tariff. The bulk water billing shall be done by the Karachi Water and Sewerage Corporation (KW&SC) while NRSP will be responsible to mobilize and train the CBO to pilot and kick start collection of water tariff from the consumers at an agreed price (per household level); The NRSP will support CBO to develop systems for collecting the agreed billing amount from its customers by the 10th day of calendar month and deposit the water tariff by the 15th day of calendar month in the designated office/bank account of Karachi Water and Sewerage Corporation (KWSSIP). In order to facilitate the provision of legal water connection and sewerage services to low-income communities, a collaborative effort through Tripartite Partnership will be established. This partnership involves three key parties: The Katchi Abadi Cell of KWSSIP, NRSP, and CBOs. Each stakeholder will contribute to the partnership by fulfilling their specific roles and responsibilities. The Katchi Abadi Cell of KWSSIP will oversee the financing of infrastructure and coordinate the overall progress. Among other responsibilities, the NRSP and CBOs will be responsible for community mobilization within the Katchi Abadi areas, monitoring the implementation of projects, addressing any complaints, and ensuring the collection of tariffs for water and sewerage services.
Objective of the assignment	The baseline and database creation aims to comprehensively assess the current conditions related to water supply, sanitation, and waste management in two Katchi Abadis where water supply is being provided by the Karachi Water and Sewerage Board under KWSSIP. This will help in identifying the gaps and needs for future interventions to enhance living conditions and health outcomes.

Specific objective of the assignment	The primary objectives of the baseline/situational analysis exercise are: ▪ To assess the current water supply, sanitation, and solid waste management situation in the identified Katchi Abadis. ▪ To understand the status of non-revenue water (NRW) and find out the ways to covert in revenue streams of KW&SC. ▪ To identify the socio-economic characteristics, needs, and priorities of the communities residing in the Katchi Abadis. ▪ To evaluate the existing institutional arrangements and capacities, including the role and functioning of Community-Based Organizations (CBOs), NRSP and Katchi Abadi Cell (KAC). ▪ To gather data on community perceptions, behaviors, and practices related to water, sanitation, and hygiene (WASH) to inform behavior change communication strategies. ▪ To gather information on households' willingness to pay and acquiring consent of all households to take connections and pay bills when the infrastructure and services arrive. ▪ To establish a baseline for key indicators to monitor progress and evaluate the impact of project interventions. ▪ To assess the gender aspects of project and understand needs, challenges and inequalities in perspective of WASH of both KAs. ▪ Establishing a database of these households for future reference.
--	--

Scope of work	NRSP will select a local research consultant/firm to conduct the baseline study. The selected research consultant will be required to prepare detailed research methodology as part of their technical proposal. Baseline study will apply both quantitative and qualitative data collection methods and development of computational GIS Based Polygon Mechanism plan. The consultant will be responsible for: ▪ Tool Development and Translation: The consultant will develop, finalize, and translate all necessary tools, ensuring they are adapted to local languages and contexts. ▪ Team Hiring and Oversight: The consultant will recruit and train a suitable team of enumerators and supervisors, half of whom will be from the local Katchi Abadis to enhance community engagement and understanding. ▪ Pre-Testing: The consultant is expected to conduct pre-testing of the designed data collection tools in selected areas of KAs. ▪ Data Collection Execution: The consultant will manage the data collection process, ensuring adherence to ethical standards and timelines. ▪ Data Analysis and Report Writing: Comprehensive data analysis will be conducted with subsequent development of a detailed report outlining key findings and recommendations. ▪ Database Development: Development of database of 100% of the households and a computational GIS Based Polygon Mechanism. ➤ Document Review The Consultant or Firms will go through all project documents provided by the project team. Also, secondary data sources will be explored for further data analysis and make it a part of the Inception Report. ➤ Quantitative data collection: Project team intends to have baseline data at goal, outcome and output levels. Possible key respondents or data sources are initially determined by project team; however, the detailed data source and methods, and full questionnaires are required from consultant. Hundred percent of the households in both the katchi abadis will be covered for database creation. ➤ Qualitative Interviews/ FGDs The proposed key methods will be focus group discussions (FGDs) with local communities and key informant interviews (KIIs) with partners. Key partners include KWSSIP-PIU, KW&SC, Local bodies, WASH Committees and Volunteer Groups or organization. Moreover, consultant team may suggest other partners to be interviewed based on information needs. ➤ Data analysis and interpretation The consultant/ Firms is expected to develop the data analysis framework in context of the baseline requirement. Primary data and data analysis process will be disaggregated by Gender, location, SES and all applicable analysis. Collected data will be processed using the SPSS / or other statistical data analysis software. Data analysis framework and draft findings will be shared with NRSP-KWSSIP PIU team.
-----------------------------	--

Detailed work/ Deliverables	The consultant/ Firms will be responsible for providing the following key deliverables; ▪ Inception report (Implementation Plan, Review of Documents, Methodology, Data collection plan and Data analysis framework) ▪ Baseline Tools (Quantitative and Qualitative) ▪ Final Clean Database in CSV/ appropriate format ▪ GIS Based Polygon ▪ Draft Report ▪ Final report* * Four (4) copies of the Final Report along with editable soft copies as specified below will be submitted after incorporating NRSP and Project Implementation Unit's comments as Approved Final Report.
Schedule of deliverables/Reports	▪ Inception report, and data collection tools: within 2 weeks of signing of contract ▪ Final Clean Database in CSV/ appropriate format: within 6 weeks of signing of contract ▪ GIS Based Polygon: within 7 weeks of signing of contract ▪ Draft Report: within 8 weeks of signing of contract ▪ Final report: within 9 weeks of signing of contract
Payment schedule/Terms	The consultant will be paid in 3 instalments. The details are: ▪ 1st instalment: 20% upon submission and approval of inception report & data collection tools; ▪ 2nd instalment: 40% upon submission of the draft report and all agreed-upon products of the study; ▪ 3rd instalment: 40% upon submission of the final report and all agreed-upon products of the study and approval by NRSP and KWSSIP. <u>NOTE:</u> All taxes and charges will be deducted as per the Government of Pakistan and Government of Sindh Rules.

Section VII: Declaration of Eligibility & Litigation Checklist

DECLARATION OF ELIGIBILITY

SHOULD BE SUBMITTED ON RS.100- STAMP PAPER DULY ATTESTED BY NOTARY PUBLIC)

In response to your RFP No. RQ-1791 I/We, the undersigned, hereby declare that:

- Our bid 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 confirms 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 bid 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.
- Have no relation, direct or indirect, with proscribed individual/entities/political exposed person/s or terrorists organizations.
- Not or never prosecuted under Schedule 4 of the proscribed persons under NACTA for AML/CFT.
- 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 Firmss, private or public limited companies or other do not have any kind of relationship with the NRSP Staff; and if later my this statement is not found in conformity with reality i.e. relationship is found, I would stand liable to NRSP as per the rules mentioned in the tender documents.
- Are not guilty of serious misinterpretation in supplying information.
- Are not in situations of conflict of interest (with prior relationship to project or family or business relationship to parties in NRSP).
- Have no relation, direct or indirect, with any terrorist or banned organizations.
- Are not blacklisted by any Local/International organization, PPAR, SPPRA, Government/semi Government department, NGO or any other company/organization.
- Have no relation, direct or indirect, with proscribed individual/entities/political expose person(s).
- Are not on any list of sanctioned parties issued by the Pakistan Government, DIFD, USAID, UN agencies, UNSCR, NACTA, European Union and others.
- Have not been reported for/under litigation for child abuse.

Full official Name: _____

CNIC No: _____

Name of Company: _____

Signature: _____

Company Stamp: _____

(Should be attested by Notary Public)

Checklist for Consultants/firms on Legal Compliance

	LIKELIHOOD	Yes	NO	write "NA" (if not applicable)
1	Does consultant/firm regularly file the company's financial statements with regulator			
2	Does consultant/firm have board level Risk Management Committee to review and mitigate the risks			
3	Does the senior management regularly review and approve the returns filed with the regulator			
4	Does the consultant submit tax returns on regular basis?			
5	The board reviews and progress reports submitted to regulators and/or donors?			
6	Does the senior management and the board ensure that all activities are in compliance with the requirements of the regulator and/or donor?			
7	Does any penalty imposed by regulator on consultant/firm for non compliance in last 24 months			
8	Number of instances reported during last one year negatively impacting consultant/firm reputation			
9	Regular filing of financial statements to donor/ partner and regulator? During last 24 months			
10	Non acceptance of claim by donor during last 12 months due to various discrepancies			
11	consultant/firm have any activity that do not have strong link with organization objectives and mission statement?			
12	Any reported incidence during last 24 months on mismanagement of funds, including embezzlement or misuse of funds.			
13	Any reported incidence during last 24 months on GBV/SEA/SH, including misconduct or conflict of interest.			
14	Developing and enforcing a code of conduct at all levels to establish ethical standards and guidelines for staff			

Full official Name: _____

CNIC No: _____

Name of Company: _____

Signature: _____

Company Stamp: _____

Section VIII: Fraud Policy/Code of conduct/NRSP AML/CFT Policy

Code of Conduct and Ethics

(Non-Employee, consultants, consultant/firms and third parties)

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

As a consultant/firms 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/firms requires adherence to this Code of Conduct and Ethics as a condition of relation. All consultant/firms 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 consultant/firms:-

1. Will serve NRSP with integrity, competence, objectivity, independence and professionalism.
2. Will only accept agreements that they are competent to perform; and will only assign staff or engage colleagues with knowledge and expertise relevant to the agreement.
3. Before accepting any agreement will establish with NRSP realistic expectations of the objectives, scope, expected benefits, work plan and fee structure of the agreement.
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 agreement 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 agreement.
11. Will not offer commissions, gift, bribe, remuneration, or other benefits from himself or from a third party in connection with any agreement 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/firms 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 agreements, 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 consultant/firms 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.

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.