

Request for Proposal (RFP)

**Hiring of Firm for Institutional Development of Katchi Abadi Cell
under Project “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-1879

Date of Issue: 10th October, 2024

PART 1 – PROPOSAL AND SELECTION PROCEDURES

Section I: Letter of Invitation (LOI) Requesting Proposals	This letter is addressed to firms following the advertisement. Section I provides basic information about the service and advises firms 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.
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 proposal.
Section VII : Declaration & checklist	This section provided one declaration of eligibility and one litigation checklist which each firm 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.
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Section I: Letter of Invitation Requesting Proposals

Islamabad

Date: 10th October 2024

Ref: RQ-1879

Dear Madam/Sir,

NRSP would like to invite proposals ("proposals") from firms to submit a proposal in accordance to the RFP "Ref:1879" 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

Proposals must be delivered to the address given below no later than **21st October, 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. Proposals by email *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	<p>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 of Firm for Institutional Development of Katchi Abadi Cell 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.</p> <p>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 firm, upon notice to the firm or publication of cancelation notice on NRSP website.</p>
Code of conduct, fraud, corruption, AML/CFT	All 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	<p>A 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.</p> <p>NRSP requires every prospective firms 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.</p> <p>Firms having conflict of interest shall be disqualified.</p>
Cost of proposal	NRSP shall not be responsible for any costs associated with the preparation and submission of a proposal. The 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	JV is not allowed
Applicable taxes	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	Firms shall submit only one proposal as an individual, sole consultancy firm. If a consultant/key expert 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 60 days from the deadline for the submission of the proposal.

Method of submission	<p>The Technical Proposal (one hard copy and one soft copy of complete proposals with annexes on USB) and Financial proposals shall be submitted in separate envelopes. Both the envelopes of technical and financial proposals should be further packed in an outer envelope).</p> <p>The proposal shall be submitted to the following address clearly marked as “ Proposal for Institutional Development of Katchi Abadi Cell RQ-1879” not later than 21st October, 2024 by 15:000 hrs: NRSP-Procurement Section For National Rural Support Programme IRM Complex, 7th sunshine Avenue, near COMSAT University, Park Road, Islamabad Email: procurement@nrsp.org.pk</p>
Deadline for the submission of RFP	Proposals must be received by the NRSP before the submission deadline specified in the RFP. 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 (website/email/newspaper etc).
Contact persons for correspondence, notifications ,Clarification and queries	<p>For any queries or clarification regarding RFP, kindly send your queries to the following email address not later than 14th October 2024 by 17:00 hrs:</p> <p>Email: procurement@nrsp.org.pk</p>
Deadline for submission of Queries	Requests for clarification/queries from firms will not be accepted after the date/time given above.
Deadline for replies to the queries	Responses to queries will be communicated to firm via email by 15th October 2024.
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 firm.
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 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 in the RFP.
Evaluation of Financial proposal	Any financial proposal above the budget would be rejected.
Shortlisting/Award Criteria	A firm scoring the highest technical score and offering financial proposal within the budget would be shortlisted for award.

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 notice of intent to award to the successful 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 firm and no legal or equitable rights will be created through the delivery of the notice of intent to award.
Presentation	The shortlisted firm will be given time of 3 working days to present detailed methodology, approach, deliverables, intended outcomes and timeframe of the assignment to NRSP/donor team in NRSP Karachi Office. This is mandatory and no award will be finalized without the presentation.
Notice of Contract Award	After the successful presentation by firm and incorporating the suggestions given by NRSP during the presentation, NRSP shall issue the notice of award to the successful firm and sign the contract.
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 days. The 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 Firms	Every firm is eligible having <ul style="list-style-type: none">Registration certificate of firm with SECP or registrar of firms. (Copy of certificate to be provided with the technical proposal)Active NTN numberOn active tax payer list of FBR.																					
Legal status	A copy of letter of incorporation (registration), or other such document, indicating its legal status in case of firm.																					
Official Address	Firm must clearly indicates its official address (physical address, not post box number), official website / webpage (if any), contact numbers and official email address.																					
Evaluation Criteria for Technical Proposal	<div>A proposal will be rejected if it does not earn a total minimum score, if the firm does not satisfy the mandatory criteria which includes:</div> <table><tr><th>s.#</th><th>Criteria</th><th>Scores</th></tr><tr><td>1</td><td>General Experience</td><td>10</td></tr><tr><td>2</td><td>Specific Experience in the similar nature of assignments</td><td>30</td></tr><tr><td>3</td><td>Understanding of the assignment</td><td>05</td></tr><tr><td>4</td><td>Staff capacity/human resource</td><td>30</td></tr><tr><td>5</td><td>Methodology/Strategy,</td><td>20</td></tr><tr><td>6</td><td>Work Plan</td><td>05</td></tr></table>	s.#	Criteria	Scores	1	General Experience	10	2	Specific Experience in the similar nature of assignments	30	3	Understanding of the assignment	05	4	Staff capacity/human resource	30	5	Methodology/Strategy,	20	6	Work Plan	05
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5	Methodology/Strategy,	20																				
6	Work Plan	05																				
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 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 firm receiving the next highest technical score (Ts) to negotiate both its technical and financial proposals.																					

Section IV: Technical Proposal

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

Proposal Narrative	<ul style="list-style-type: none"> • 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 • Assignment context: an analysis of the issue to be addressed i.e. importance, causes, suggested approaches and solutions, goals and objectives and understanding of the assignment activities. • Implementation plan/methodology: describe the implementation plan with specific activities to be implemented and impact of these activities. The 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. Firm must explain their approach, methodologies and tools with Gender Sensitive lens for implementation, monitoring and reporting. Firm should highlight the problems being addressed and their importance, and explain the technical approach firm would adopt to address them. 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. Firm 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 firm has implemented
Information of firm	<ul style="list-style-type: none"> • Introduction of the firm i.e. mission statement, organization size, relevant office locations, • Confirm whether the 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)	N/A
Experience of the firm	<ul style="list-style-type: none"> • Describe any experience the firm has of institutional development/assessment of entity/institution in government, semi-government, autonomous body • Provide information of the similar assignment implemented in the past <p>While describing the experience the following points must be included: Assignment name, cost of assignment, location, name of donor, start and completion date, narrative description of assignment, description of actual services provided firm.</p>
Team composition and task assignment	The firm should propose the structure and composition of team to be engaged. Firm should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.

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
Timeline/work plan	The tentative timeline for this assignment is around 9 weeks. 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.
Budget	Maximum budget available for this assignment is Rs.3 million (inclusive of all applicable taxes).

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

Introduction of NRSP	<p>The National Rural Support Programme (NRSP) is one of Pakistan's largest rural development organizations, dedicated to improving the socio-economic conditions of rural communities across the country. Established in 1991, NRSP operates under a holistic development approach, focusing on sustainable economic growth, poverty alleviation, and community empowerment. The program aims to mobilize and empower rural communities by fostering grassroots participation, facilitating access to financial services, and supporting various development initiatives such as education, health, and infrastructure. NRSP's efforts are underpinned by the philosophy of enabling communities to identify their own needs and take charge of their development processes.</p> <p>NRSP's operations are extensive, covering a wide array of sectors including microfinance, agriculture, social mobilization, and environmental management. One of its key features is the implementation of community-based initiatives that emphasize self-help and collective action. By forming community organizations, NRSP helps rural populations gain access to resources, training, and financial support, thereby enhancing their capacity to manage local development projects. The program's microfinance services are particularly noteworthy, providing small loans to individuals and groups, which empower them to start or expand businesses, improve agricultural productivity, and secure better livelihoods. Through its comprehensive and integrated approach, NRSP has become a pivotal force in transforming rural landscapes and reducing poverty in Pakistan.</p>
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Background/context of assignment	<p>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)”.</p> <p>Project Area:</p> <p><u>Soba Nagar (District Central):</u> The population of the proposed project area i.e., Sobanagar / Goharabad as per Sindh Katchi Abadi Authority (SKAA) is 9,387 persons.</p> <p><u>Essa Nagri (District East):</u> The population of the proposed project area Essa Nagri/ Welfare Colony as per Sindh Katchi Abadi Authority (SKAA) is 28,792 persons.</p> <p>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.</p> <ul style="list-style-type: none"> ▪ 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). <p>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.</p> <p>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.</p>
Objective of the assignment	<p>Primary objective of the assignment is strengthening of Katchi Abadi Cell:</p> <ul style="list-style-type: none"> ▪ Enhancing the capacity of the Katchi Abadi Cell through training and development. ▪ Development of systems for effective operation of Katchi Abadi Cell w.r.t. management, team building, record keeping, leadership, communication, project management and monitoring.

<p>Scope of work</p>	<ul style="list-style-type: none"> ▪ Capacity assessment of Katchi Abadi Cell (KAC) within KW&SC to establish a clear path forward with defined goals and targets, emphasizing the importance of developing positive and efficient relations with residents. ▪ Identify existing and futuristic HRM requirements of KAC ▪ Conduct a Training Needs Assessment of KAC in collaboration with the Capacity Development Specialist. ▪ Development of training materials and modules for KAC. ▪ Extract the viable outcome from the studies of various national/international models of water and sewerage systems for low-income Katchi Abadis. ▪ Enlist the models of KAC as well as the community with rationale. ▪ Propose effective and efficient model(s) in detail given the prevailing site conditions, rules and regulations. ▪ Document the existing sector-relevant legal and institutional framework. ▪ Finalize Legal framework for coordinating KAC with public and private stakeholders. ▪ Develop a mitigation plan to address impediments if any for smooth functioning of KAC. ▪ Preparation and submission of a framework for implementation of the strategies regarding the strengthening, sustainability and functioning of KACs. Framework for SDU with roles and responsibilities of different proposed cadres. ▪ Prepare manuals, Performa's, questionnaires, and SOPs of KAC and SDU for collection of data and methodology to superimpose the existing and the proposed infrastructures to develop a whole-some solution for sustainable water and sewerage network with a financial sustainability plan, E&S safeguards and gender aspects. ▪ Suggest ways and measures to reduce the NRW via a community-based approach.
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Schedule of deliverables/Reports	<p>The firm will be responsible for providing the following key deliverables;</p> <ul style="list-style-type: none"> ▪ Inception report (Implementation Plan, Review of Documents) ▪ Report on the existing sector relevant legal and institutional framework, and proposed Legal framework for the coordination of KAC with different stakeholders both public and private entities. ▪ Comprehensive Operational Manual for KAC which includes Proformas, questionnaires, SOPs of KAC and SDU for collection of data and methodology to superimpose the existing and the proposed infrastructures to develop whole some solution for a sustainable water and sewerage network with financial sustainability plan, E&S safeguards and gender aspects. Mitigation plan to address impediments if any for smooth functioning of KAC. ▪ A comprehensive document including KAC existing and futuristic HRM requirements included the TNA of KAC and framework for SDU with roles and responsibilities of different proposed cadres. ▪ An effective and efficient model(s) in detail in view of the prevailing site conditions, rules and regulations and extracting the viable outcome from the studies of various national/international models. Ways and measures to reduce the NRW via a community-based approach. ▪ Framework for implementation of the strategies in regard of the strengthening, sustainability and functioning of KACs.
Payment schedule/Terms	<p>The payment of the assignment will be paid in 4 instalments. The details are:</p> <ul style="list-style-type: none"> ▪ 1st instalment: 10% upon submission and approval of inception report; ▪ 2nd instalment: 20% upon submission of the draft legal framework; ▪ 3rd instalment: 20% upon submission of the draft Operational manual and allied documents; ▪ 4th instalment: 40% upon submission of the final report and all agreed-upon products of the study. <p><u>NOTE:</u> All taxes and charges will be deducted as per the Government of Pakistan and Government of Sindh Rules.</p>

Section VII: Declaration of Eligibility & Litigation Checklist

DECLARATION OF ELIGIBILITY

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

In the response to your RFP No. RQ-1879 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 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 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 firms, private or public limited companies or other do not have any kind of relationship with the NRSP Staff; and if later my this statement is not found in conformity with reality i.e. relationship is found, I would stand liable to NRSP as per the rules mentioned in the tender documents.
- Are not guilty of serious misinterpretation in supplying information.
- Are not in situations of conflict of interest (with prior relationship to project or family or business relationship to parties in NRSP).
- Have no relation, direct or indirect, with any terrorist or banned organizations.
- Are not blacklisted by any Local/International organization, PPAR, SPPRA, Government/semi Government department, NGO or any other company/organization.
- Have no relation, direct or indirect, with proscribed individual/entities/political expose person(s).
- Are not on any list of sanctioned parties issued by the Pakistan Government, DIFD, USAID, UN agencies, UNSCR, NACTA, European Union and others.
- Have not been reported for/under litigation for child abuse.

Full official Name: _____

CNIC No: _____

Name of Company: _____

Signature: _____

Company Stamp: _____

(Should be attested by Notary Public)

Checklist for firms on Legal Compliance

	LIKELIHOOD	Yes	NO	write "NA" (if not applied)
1	Does firm regularly file the company's financial statements with regulator			
2	Does firm have board level Risk Management Committee to review and risks			
3	Does the senior management regularly review and approve the returns filed with the regulator			
4	Does the firm 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 firm for non-compliance in last 24 months			
8	Number of instances reported during last one year negatively impacting consultant 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	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, firms and third parties)

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

As a firm's 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 firm requires adherence to this Code of Conduct and Ethics as a condition of relation. All consultants/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 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 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 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.
