

Request for Proposal (RFP)

Hiring of Individual Consultant as Monitoring, Evaluation and Learning (MEL) expert for Climate Resourcing Coordination Center

**Implemented by:
Climate Resourcing Coordination Center (CRCC)**

**Funded and supported by:
FCDO**

RFP Reference #:0001-RQ-2080

Date of Issue: April 26, 2025

Newspaper Advertisement

NRSP

National Rural Support Programme

REQUEST FOR PROPOSALS

National Rural Support Programme (NRSP) invites the Individual Consultants to submit the proposals for Monitoring, Evaluation and Learning (MEL) expert. Details and terms & conditions are in the request for proposals (RFP) documents which can be downloaded free of cost from NRSP's website <http://www.nrsp.org.pk/tenders/>. The deadline for submission of proposals is **May 06, 2025 till 15:00** hrs local time to the undersigned office. NRSP reserve the right to accept or reject any/all proposals without any reason thereof or funding constrains.

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

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PART 1 – PROPOSAL AND SELECTION PROCEDURES

Section I: Letter of Invitation (LOI) Requesting Proposals	This letter is addressed to Individual Consultants following the consultancy advertisement. Section I provides basic information about the service and advises Individual 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 Individual Consultants	This section provides information to help Individual Consultants to 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, deliverables, 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 Individual Consultants 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 Individual Consultants 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 Individual Consultants and to be submitted in the financial proposal (daily rate, PKR).
Section VII : Declaration & checklist	This section provided one declaration of eligibility and one litigation checklist which each Individual Consultant needs 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

Date: April 26, 2025

Ref:

Dear Madam/Sir,

CRCC would like to invite proposals ("proposals") from Individual Consultants to submit a proposal in accordance with the RFP "0001-RQ-2080" 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 Individual Consultants
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 **May 06, 2025 by 15:00 hrs.** Individual Consultants should be aware that late proposals after the deadline will not be accepted under any circumstances and will be returned unopened to the Individual Consultants. Proposals by email shall also not be accepted.

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 Individual Consultants

Introduction	<p>Individual Consultants shall adhere to all the requirements of this RFP, including any amendments made in writing by NRSP. This RFP is issued in accordance with CRCC and as per NRSP procurement policies and procedures. Individual Consultants are invited to submit a technical and a financial proposal (daily rate in PKR) 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 Individual Consultant, upon notice to the Individual Consultants or publication of cancellation notice on NRSP website.</p>
Code of conduct, fraud, corruption, AML/CFT	All Individual Consultants 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>An Individual Consultant 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 Individual Consultants 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>Individual Consultants 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 Individual Consultant 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	Not Applicable
Applicable taxes	Individual Consultants 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	Individual Consultants shall submit only one proposal as an individual. Participation in more than one proposal - whether as a consultant or key expert - will result in disqualification. 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 (daily rate in PKR) shall be submitted in separate envelopes. Both the envelope of technical and financial proposals should be further packed in an outer envelope and properly sealed.</p> <p>The proposal shall be submitted to the following address clearly marked as “Proposal for Climate Resourcing Coordination Centre” not later than May 06, 2025 by 15:00 hrs in sealed envelope: 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> <p>Technical Proposals will be opened on May 06, 2025 at 15:30 hrs in the presence of individual consultants</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:</p> <p>Email: procurement@nrsp.org.pk</p>
Deadline for submission of Queries	<p>Deadline for submission of queries is <u>April 29, 2025 by 1700 hrs.</u></p> <p>Requests for clarification/queries from Individual Consultants will not be accepted after the date/time given above.</p>
Deadline for replies to the queries	Responses to queries will be communicated to Individual Consultants via email by <u>May 02, 2025.</u>
Late Proposals	Any proposals received by the client after the deadline, due to any reason, for submission of proposals shall be declared late, rejected, and returned unopened to the Individual Consultant.
Confidentiality	Information relating to the evaluation of proposals and recommendations of contract award shall not be disclosed to Individual Consultants or any other persons not officially concerned with the process, until the publication of the award of contract. Any attempt or effort by an Individual Consultant 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 (60 marks) in the sub criteria indicated in the RFP.

Shortlisting/Award Criteria	<p>An Individual Consultant scoring the highest technical score and offering a financial proposal (daily rate in PKR) within the budget would be shortlisted for award. Proposals will be evaluated based on the following sub criteria:</p> <ul style="list-style-type: none"> a. Qualifications (15 marks) b. Experience (15 marks) c. Technical approach and methodology (40 marks) d. Work plan, including deliverables and timeline (10 marks) e. Financial proposal (daily rate, PKR) (20 marks)
Notice of intent to Award	<p>After the completion of the evaluation report and having obtained all the necessary internal and development partner approvals, NRSP shall notify the notice of intent to award to the successful Individual Consultant. 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 is submitted. Delivery of the notice of intent to award shall not constitute the formation of a contract between NRSP and the successful Individual Consultant and no legal or equitable rights will be created through the delivery of the notice of intent to award.</p>
Presentation	<p>The shortlisted Individual Consultant will be given time of 3 working days to present detailed methodology, approach, deliverables, intended outcomes and timeframe of the assignment to NRSP/CRCC.</p>
Notice of Contract Award	<p>After the successful presentation by the Individual Consultant and incorporating the suggestions given by NRSP/CRCC during the presentation, NRSP/CRCC shall issue the notice of award to the successful Individual Consultant and sign the contract.</p>
Expected date for contract Award	<p>The entire process from the issuance of RFP to selection of the Individual Consultant is expected to be completed within a timeframe of 45 days. The Individual Consultant is expected to commence the assignment on the date and at the location specified in the RFP.</p>

Section III: Eligibility and Evaluation Criteria

Eligibility of the Individual Consultant	Every Individual Consultant is eligible having; a. Active NTN number b. On the active taxpayer list of FBR.															
Legal status	Not Applicable															
Qualifications and Experience	The consultant should meet the following criteria: a. An international level masters qualification in development economics and/or programme monitoring and evaluation b. Proven experience in designing and implementing results-oriented MEL frameworks and systems for international level organizations/programmes/ interventions, particularly focusing on climate resilience and green transition c. Extensive expertise in developing Theories of Change, intervention logics and results chains, logical frameworks, and indicator frameworks d. Sound knowledge of and experience in leading the design and implementation of data management systems and dashboards e. Familiarity with international results frameworks and MEL standards used in the development sector, including the SDGs, the GCF Integrated Results Management Framework, the OECD DAC criteria, SMART results and RACER indicators f. Demonstrated experience in capacity-building and training of technical staff and implementation teams on the developed MEL and MRV systems															
Official Address	Individual Consultant must clearly indicate their official address (physical address), webpage (if any), contact numbers and official email address for both technical and financial proposals (daily rate in PKR).															
Evaluation Criteria for Technical Proposal	A proposal will be rejected if the proposal does not earn a total minimum score (60 marks), and if the Individual Consultant does not satisfy the mandatory criteria which includes: <table><tr><th>S#</th><th>Evaluation Criteria</th><th>Marks</th></tr><tr><td>1</td><td>Qualification</td><td>15</td></tr><tr><td>2</td><td>Experience</td><td>15</td></tr><tr><td>3</td><td>Technical approach and methodology</td><td>40</td></tr><tr><td>4</td><td>Work plan, including deliverables and timeline</td><td>10</td></tr></table>	S#	Evaluation Criteria	Marks	1	Qualification	15	2	Experience	15	3	Technical approach and methodology	40	4	Work plan, including deliverables and timeline	10
S#	Evaluation Criteria	Marks														
1	Qualification	15														
2	Experience	15														
3	Technical approach and methodology	40														
4	Work plan, including deliverables and timeline	10														

Evaluation & Shortlisting Method	<p>To technically qualify, a minimum score of 60 out of 80 is required, as per the table above. The consultant will then proceed to the financial proposal, which accounts for 20 marks of the total score.</p> <p>Financial marks will be allotted using the below formula:</p> <p>Financial Score: Lowest financial officer/financial offer of respective consultant x 20.</p> <p>The Individual consultant will be shortlisted on the basis of the highest combined score (Technical +Financial).</p> <p>If none of the proposals reach the minimum technical score specified NRSP reserves the right to invite the Individual Consultant receiving the highest technical score (Ts) to negotiate both its technical and financial proposal (daily rate in PKR) or re-advertise the RFP .</p>
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Section IV: Technical Proposal

Proposal Narrative	<ul style="list-style-type: none"> a. Cover page: Name, assignment title, duration of the assignment, point of contact, name, cell number, email others. b. Table of content: A list of all supporting documents (detailed CV, experience certificates, copy of CINC, copy of highest educational degree and other documents) and attachments with corresponding page numbers c. Executive summary: Synopsis of the assignment d. Technical proposal: Outline approach and methodology (not more than 10 pages, 11 Arial font, single spacing) e. Work Plan: Including deliverables and timelines (Gantt chart)
Experience of the Individual Consultant	<ul style="list-style-type: none"> a. Description of prior work: provide a brief description, including outcomes and deliverables along with any similar work assignment(s), limited to no more than four relevant experiences implemented by the Individual Consultant b. A CV attached with the technical proposal <p><i>While describing the experience, the following points must be included: Assignment name, cost of assignment, location, name of development partner, start and completion date, narrative description of assignment, description of actual services provided Individual Consultant.</i></p>
Team composition and task assignment	Not applicable
Timeline/work plan	<p>The tentative timeline for this assignment is 30 - 40 days over the entirety of the assignment, from the date of contract signing. The consultant will be expected to work five days per month and a detailed work plan will be agreed upon at the inception phase. The time duration of this assignment is subject to change should the project demands and requirement change over the course of time.</p> <p>The Individual Consultant should propose the main activities of the assignment, content and duration, phasing and interrelations, milestones (including interim approvals by NRSP), and delivery dates of the reports.</p> <p>The proposed work plan should be consistent with the technical approach and methodology, showing their understanding of the TORs as well as their ability to translate them into a feasible working plan with the deliverables and timelines (Gantt chart). The work plan should be consistent with the work and deliverables schedule.</p>
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 as a daily rate in PKR with five working days per week for 40 working days in a spreadsheet format. The total amount to be paid by NRSP in PKR should also be clearly indicated in the financial proposal. The financial proposals must be signed by the individual consultant with name and date.
Applicable taxes	Applicable taxes would be included in each payment as per law of land.

Section VI: Terms of Reference

Introduction of CRCC	Climate Resourcing Coordination Center (CRCC) is a dedicated Climate Finance Facility within the National Rural Support Programme (NRSP). It is a pioneering facility dedicated to enabling climate finance solutions that drive impactful climate action. With a focus on mobilizing resources for both public and private sector initiatives, CRCC plays a crucial role in structuring financial instruments, facilitating access to international climate funds, and designing interventions that support climate resilience and low-carbon development.
Background/context of assignment	<p>As part of its commitment to institutional sustainability and impact-driven programming, CRCC is establishing a comprehensive Monitoring & Evaluation (MEL) framework to enhance accountability, measure effectiveness, and ensure alignment with global climate finance frameworks such as the Green Climate Fund (GCF) Integrated Results Management Framework (IRMF) and the Sustainable Development Goals (SDGs). This system will provide the necessary tools and methodologies to assess outcomes, optimize programme implementation, and support evidence-based decision-making.</p> <p>To achieve this, CRCC is seeking the services of an individual consultant to develop and implement a structured MEL system tailored to its strategic and programmatic needs.</p>
Objective of the assignment	<p>The primary objective of this assignment is twofold:</p> <p>1) Establish a robust and results oriented Monitoring, Evaluation and Learning (MEL) framework for the facility</p> <p>The MEL system will support evidence-based decision-making, enhance accountability, and improve programme effectiveness by tracking progress, assessing impact, and ensuring alignment with strategic goals.</p> <p>2) An intervention level Monitoring, Reporting and Verification (MRV) system for a select programme</p> <p>A log-frame, with indicators and results has already been approved. The MRV system will ensure compliance with the international funding partner and emissions reporting requirements. It will provide transparency, accuracy, and credibility in tracking the impact of climate investments through the select programme/intervention.</p>

<p>Scope of work</p>	<p>The selected consultant will be responsible for undertaking the following key actions:</p> <p>Setting the MEL System at institutional level</p> <ul style="list-style-type: none"> a. Refine the existing comprehensive organizational-level Theory of Change (ToC) encompassing all potential result areas and key assumptions. b. Design a global logical framework matrix, outlining the overall objective(s), outcomes, outputs, indicators, baselines, targets, means of verification, and key assumptions. c. Develop an organizational-level MEL framework/manual, which should detail: <ul style="list-style-type: none"> i. Scope and objectives of the MEL system ii. Key results and indicators iii. Data collection methodologies and reporting mechanisms iv. Specific MEL functions and activities v. Necessary human and financial resource requirements vi. Quality assurance measures vii. Roles and responsibilities within the MEL framework d. Develop an indicator compendium that covers major thematic indicators aligned with international, regional, and national frameworks, including the Sustainable Development Goals (SDGs and the Green Climate Fund (GCF Integrated Results Management Framework (IRMF). e. Conceptualize and design and implementation of an MEL-focused information system and dashboard to facilitate real-time data tracking, reporting, and visualization. <p>Establishing MEL operations at the programme/intervention level</p> <ul style="list-style-type: none"> a. Develop and launch a comprehensive Monitoring, Reporting and Verification (MRV) system, as required, including but not limited to: <ul style="list-style-type: none"> ii. An intervention specific logical framework matrix with all the possible results and indicators, while contribute to the global log frame iii. An intervention focused MEL plan defining the scope, key objectives and result areas, indicators, data collection mechanisms, specific M&E functions/activities, inputs and resources, and other relevant areas iv. Quality assurance and quality control (QA/QC): Internal QA/QC measures carried out to ensure that the principles (transparency, completeness, consistency, comparability and accuracy) are maintained throughout the data collection process. This should include the following details as a minimum: <ul style="list-style-type: none"> o Roles and responsibilities for measurement and data collection procedures. o QA/QC activities to be carried out – list of checks that will be undertaken during and at the end of the data collection and monitoring process.
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	<ul style="list-style-type: none"> o Timeline for QA/QC activities in relation to reporting schedules o Process for managing and implementing improvements to the data collection and monitoring process, i.e., an Improvement Plan. <p>b. Design MEL formats and tools for baseline, annual/regular, midterm and final assessments as per programme/intervention requirements to track progress, performance and/or impact.</p> <p>c. Ensure all MEL activities align with the GCF's focus and objectives by incorporating IRMF result areas, core indicators, and reporting requirements into the programme/intervention logical framework and MEL plan.</p> <p>d. Provide training to intervention-level MEL focal persons and implementation teams on MEL processes, tools, and reporting requirements.</p>
Schedule of deliverables	<p>The selected consultant is expected to deliver the following:</p> <p>Institutional level</p> <ul style="list-style-type: none"> a. A MEL System based on the criteria highlighted in the section 'Scope of Work' above for providing a strategic, adaptive approach to organizational effectiveness b. Indicator compendium that covers major thematic indicators <p>Programme/Intervention level</p> <ul style="list-style-type: none"> a. Comprehensive MRV system for the select programme, as per the details listed in the 'Scope of work' section above. b. Reporting alignment to annual reporting, midterm and final performance documentation. <p>Overall</p> <ul style="list-style-type: none"> a. Training to MEL focal persons and implementation teams on MEL processes, tools, and reporting requirements b. Leading the design and roll out of the dashboard to facilitate real-time data tracking, reporting, and visualization. c. Pre-testing of institutional MEL and MRV systems for select programmes before roll out. <p>The assignment is expected to be completed approximately within 30 - 40 days from the date of contract signing, with five working days a month. A detailed work plan will be agreed upon at the inception phase.</p>
Payment schedule/Terms	<p>The payment of the assignment will be paid on a monthly basis based upon the number of days worked.</p> <p><u>NOTE:</u> All taxes and charges will be deducted as per the Government of Pakistan.</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.0001-RQ2080, the undersigned, hereby declare that:

- Our bid is valid for a period of 60 days from the last date for the submission.
- I 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.
- I am 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.
- I am not bankrupt or being wound up, are having our affairs administered by the courts, have not been the subject of proceedings concerning those matters, or are in any analogous arising from the procedures provided for in national legislation or regulations.
- I have not been convicted of an offence concerning professional conduct by any judgment.
- I have not been guilty of grave professional misconduct proven by any means which the NRSP can justify.
- I have fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with legal provision in the country in which we are established or with those of the country where the contract is to be performed.
- I have no relation, direct or indirect, with proscribed individuals/entities/politically exposed person/s or terrorist organizations.
- I have not or never prosecuted under Schedule 4 of the proscribed persons under NACTA for AML/CFT.
- I 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, as a sole proprietorship, authorized dealer, Association of Persons (AOP), an Individual Consultant, 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.
- I am not guilty of serious misinterpretation in supplying information.
- I am not in a situation of conflict of interest (with prior relationship to project or family or business relationship to parties in NRSP).
- I have no relation, direct or indirect, with any terrorist or banned organizations.
- I am not blacklisted by any Local/International organization, PPAR, SPPRA, Government/semi Government department, NGO or any other company/organization.
- I have no relation, direct or indirect, with proscribed individuals/entities/politically exposed person(s).
- I am not on any list of sanctioned parties issued by the Pakistan Government, DIFD, USAID, UN agencies, UNSCR, NACTA, European Union and others.
- I have not been reported for/under litigation for child abuse.

Full official Name: _____

CNIC No: _____

Signature: _____

(Should be attested by Notary Public)

Checklist for Individual Consultants on Legal Compliance

	LIKELIHOOD	Yes	NO	write "NA" (if not applied)
1	Does the Individual Consultant regularly file the company's financial statements with the regulator?			
2	Does the Individual Consultant have a 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 Individual Consultant submit tax returns on a regular basis?			
5	Does the board review the progress reports submitted to regulators and/or development partners?			
6	Does the senior management and board ensure that all activities are in compliance with the requirements of the regulator and/or development partner?			
7	Has there been any penalty imposed by a regulator on the Individual Consultant for non-compliance in the last two years?			
8	Are there any instances which have been reported in the past year that may have negatively impacted the Individual Consultant's reputation?			
9	Were financial statements regularly filed with the development partner and the regulator during the last 24 months?			
10	Were any claims rejected by development partners in the past year due to discrepancies?			
11	Has the Individual Consultant engaged in any activity that does not have a strong link with our organization's objectives and mission statements?			
12	Has there been any reported incidence during the last two years on mismanagement of funds, including embezzlement or misuse?			
13	Has there been any reported incident during the last two years on GBV/SEA/SH, including misconduct or conflict of interest?			
14	Has a code of conduct been developed and enforced at all levels to establish ethical standards and guidelines for staff?			

Official Full Name: _____
 CNIC No: _____
 Signature: _____

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

Code of Conduct and Ethics

(Non-Employee, consultants, Individual Consultants and third parties)

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

An Individual Consultant'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 Individual Consultant s requires adherence to this Code of Conduct and Ethics as a condition of relation. All consultants/Individual Consultants 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 Individual Consultant s:-

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, establish realistic expectations of the objectives, scope, expected benefits, work plan and fee structure of the agreement with NRSP.
4. Will treat all confidential NRSP information appropriately, taking 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 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 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 employees 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. Will 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. Will 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 Individual Consultant s or any member of society.
17. Shall make themselves available and fully participate in all administrative inquiries with complete 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 with 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 Individual Consultant s 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.
