

Request for Proposal (RFP)

Hiring of an IT Organisation/ Firm for Advisory on the Development of ERP/ Data Management System for Climate Resourcing Coordination Center (CRCC)

Implemented by:
Climate Resourcing Coordination Center (CRCC)

Funded and supported by:
FCDO

RFP Reference #:0001-RQ-2296

Date of Issue: 04 October 2025

Newspaper Advertisement

**NRSP**
National Rural Support Programme

REQUEST FOR PROPOSALS



National Rural Support Programme (NRSP)/Climate Resourcing Coordination Center (CRCC) invites sealed Proposals for Advisory on the Development of ERP/ Data Management System from registered Organizations/ Firms having relevant expertise and experience.

Details of required services and terms & conditions are available in the RFP documents that can be downloaded free of cost from the NRSP web site www.nrsp.org.pk/tenders/. Last date for submission of sealed proposals is **October 17, 2025 till 3:00pm** to the undersigned office at Islamabad. NRSP reserves the right to accept or reject any/all proposals without any reason thereof or funding constraints.

**In-charge Procurement, National Rural Support Programme,
IRM Complex, #7 Sunrise Avenue, Park Road, Chakshahzad, Near COMSATS
University, Islamabad, Ph: 051-8746170-3, procurement@nrsp.org.pk**

Published on Saturday, October 4, 2025, in The News, The Dawn, The Jang & BrightSpyre portal

PART 1 – PROPOSAL AND SELECTION PROCEDURES

Section I: Letter of Invitation (LOI) Requesting Proposals	This letter is addressed to an IT Organisation/ Firm for Advisory on the Development of ERP/ Data Management System following the advisory advertisement. Section I provides basic information about the service and advises Organisation/Firm on how to obtain the RFP, the selection method and applicable competition rules that govern the selection and award process.
Section II: Instructions to Organisation/Firm	This section provides information to help Organisations/Firms 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 Organisation/Firm 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 Organisation/Firm 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 Organisation/Firm 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 Organisation/Firm 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.
---	--

Section I: Letter of Invitation Requesting Proposals

Date: October 04, 2025

Ref:

Dear Madam/Sir,

NRSP/CRCC would like to invite Organisations/Firms to submit a proposal in accordance with the RFP "0001-RQ-2296" 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 Organisation/Firm
Section III	Eligibility and Evaluation Criteria
Section IV	Technical Proposal
Section V	Financial Proposal
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 **October 17, 2025 by 3:00pm**. Organisation/Firm should be aware that late proposals after the deadline will not be accepted under any circumstances and will be returned unopened to the Organisation/Firm. 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: nrspprocurement@nrsp.org.pk

Section II: Instructions to Organisation/Firm

Introduction	<p>Organisations/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 CRCC and NRSP procurement policies and procedures. Organisations/Firms are invited to submit a technical and a financial proposal (lump sum project value) 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 Organisations/Firms, upon notice to the Organisations/Firms or publication of cancellation notice on NRSP website.</p>
Code of conduct, fraud, corruption, AML/CFT	All Organisations/Firms must read the NRSP's code of conduct, fraud, corruption and AML/CFT policy attached with this RFP as Section VIII and ensure the compliance of all clauses in their activities and operations.
Conflict of Interest	<p>An Organisation/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 Organisation/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.</p> <p>Organisation/Firm 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 Organisations/Firms shall bear all costs associated with the preparation and submission of the 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	<p>Proposal may be submitted as a JV.</p> <p>The JV may be constituted with maximum of two (02) Organisations/ Firms. In case of a JV, the lead role must be clearly designated to one Organisation / Firm. A JV agreement is to be submitted with the technical proposal showing clear expertise, roles and responsibilities for each member. A proposal submitted as JV without a JV agreement would be rejected.</p>
Applicable taxes	Organisations/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	Organisations/Firms shall submit only one proposal. Participation of lead consultant or member in more than one proposal is prohibited. If found all such proposal would be ineligible and rejected. 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. NRSP may request for extension of validity if required.

Method of submission	<p>Technical proposal will comprise a methodology overview providing details of diagnostic steps, options appraisal, solution design approach, risk assessment and other relevant information. Supporting documents, including but not limited to past project case studies/ snapshot reports, certificates, experience letter, CVs of the team, and/or other relevant documents, should be attached. One hard copy and one soft copy in a USB would be provided for these in a separate envelope.</p> <p>Financial proposal quoting the lump sum value of the project is only required in hard copy in a separate envelope.</p> <p>Both technical and financial proposals shall be further packed in one outer envelope.</p> <p>The outer envelope shall be submitted to the following address, clearly marked as “Proposal for Advisory on the Development of ERP/ Data Management System” not later than October 17, 2025 by 3:00pm in a sealed envelope: NRSP-Procurement Section</p> <p>For National Rural Support Programme IRM Complex, 7th sunshine Avenue, near COMSAT University, Park Road, Islamabad Email: nrspprocurement@nrsp.org.pk</p> <p>Technical Proposals will be opened on October 17, 2025 at 3:30 pm. Proposal would be rejected if not submitted as per above guidelines. Further if any financial information is found in the technical proposal, complete proposal would also be rejected.</p>
Deadline for the submission of RFP	<p>Proposals must be received by 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 media (website/email/newspaper).</p>
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: Email: nrspprocurement@nrsp.org.pk</p>
Deadline for submission of Queries	<p>Deadline for submission of queries regarding the RFP is <u>October 10, 2025 by 4:00pm</u>. Requests for clarification/queries from Organisations/Firms will not be accepted after the date/time given above.</p>
Deadline for replies to the queries	<p>Responses to queries will be communicated to Organisations/Firms via email by <u>October 13, 2025 COB</u>.</p>
Late Proposals	<p>Any proposals received by the Organisations/Firms after the deadline, due to any reason, for submission of proposals shall be declared late, rejected, and returned unopened to the Organisations/Firms.</p>

Confidentiality	Information relating to the evaluation of proposals and recommendations of contract award shall not be disclosed to Organisations/Firms or any other persons not officially concerned with the process, until the publication of the award of contract. Any attempt or effort by an Organisations/Firms to influence the 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 and it fails to achieve the minimum technical score (60 marks) in the sub criteria indicated in the RFP.
Shortlisting/Award Criteria	<p>Proposals will be evaluated based on the following criteria:</p> <ul style="list-style-type: none"> a. Methodology and Technical Approach (50 marks) b. Detailed presentation (in-person/online) on methodology, approach, deliverables, intended outcomes and timeframe of the assignment to NRSP/CRCC. (20 Marks) c. Overall experience of Organisation / Firm in designing and developing ERPs, particularly with off-the shelf module integrations. Relevant experience of proposed team of Organisation/ Firm of working on data management system and developing ERPs; preference will be given to teams with experience of working with development sector/ climate finance/venture accelerators (30 marks) <p>The Organisation/Firm with the highest technical score will be awarded the contract, subject to its financial proposal being within the budget.</p>
Presentation	All Organisations/ Firms that submit a proposal will be called in for an explanatory presentation (online/ in-person). Organisations/Firms will be given a time of 3 working days after intimation to present detailed methodology, approach, deliverables, intended outcomes, and timeframe of the assignment to NRSP/CRCC.
Notice of intent to Award	After the completion of the technical scoring, compilation of 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 Organisation/ 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 is submitted. Delivery of the notice of intent to award shall not constitute the formation of a contract between NRSP and the successful Organisation/ Firm and no legal or equitable rights will be created through the delivery of the notice of intent to award.
Notice of Contract Award	NRSP/CRCC shall issue the notice of award to the successful Organisation/ Firm and sign the contract.

Expected date for contract Award	The entire process from the issuance of RFP to selection of the Organisation/ Firm is expected to be completed within a timeframe of 45 days. The Organisation/ 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 the Organisation/ Firm	<p>Every Organisation/Firm is eligible having;</p> <ol style="list-style-type: none"> Active NTN number On the active taxpayer list of FBR. Organisation/Firm or members of the proposed team must have provided similar services of ERP development to at least two organisations. PO/Contracts/SLA and the point of contact information must be attached with the technical proposal for verification purposes. It is advised that the annexure covering this information should be clearly marked as 'PAST PROJECTS'.
Legal status	<p>Registration with SECP / Registrar of firms</p>
Qualifications and Experience	<p>The Organisation/Firm should demonstrate the following qualifications and relevant experience as supporting evidence, to be included with the technical proposal:</p> <p>Organisational Experience</p> <ul style="list-style-type: none"> Proven track record of ERP implementation and advisory work across multiple full lifecycle phases (design, implementation, migration, and upgrade), preferably in relevant industries. Demonstrated experience with referenceable clients and case studies, preferably within similar sectors – venture accelerator/ climate finance/ development sector. Any experience with grant management systems will be added advantage. Capability to provide end-to-end ERP services, including business process mapping, technical architecture design, data strategy, system integration, and deployment. Proven familiarity with any major ERP platforms, such as SAP (e.g., S/4HANA), Oracle Cloud, and Microsoft Dynamics. Solid expertise in integration technologies (APIs, middleware, service bus), data migration, ETL processes, and master data management. Strong understanding of IT infrastructure environments, including cloud versus on-premises solutions, information security, access control, system performance, and scalability. Knowledge of enterprise architecture frameworks (e.g., TOGAF, Zachman, or equivalent) to ensure alignment of IT systems with business needs. Ability to define target ERP architectures and implementation roadmaps, extending beyond technical design to strategic planning. Proficiency in risk assessment and mitigation planning for both technical and business risks. <p>Team Composition and Professional Expertise</p> <ul style="list-style-type: none"> Senior ERP/Enterprise Architects with a minimum of 5 years of experience in solution architecture or enterprise architecture roles. Relevant vendor certifications (e.g., SAP, Oracle, Microsoft Dynamics) held by key technical personnel. Access to subject matter specialists in data management, system integration, information security, and IT infrastructure.

Contact person and Official Address	<p>Organisation/Firm must clearly designate a focal point for this proposal, providing their name, mobile number, and email address. In addition, the Organisation/Firm should include its official details, including physical address, website (if available), contact numbers, and official email address, for both the technical and financial proposals.</p>
--	---

Evaluation Criteria for Technical Proposal

A proposal will be rejected if the proposal does not earn a total minimum score (60 marks):

Methodology and Technical Approach (Maximum: 50 points)

Score Range	Criteria
36-50	<ul style="list-style-type: none"> Technical plan is highly relevant and demonstrates a structured, comprehensive advisory approach with diagnostics, stakeholder consultations, and clear analytical methods. Provides a detailed work plan, covering system assessment, architecture design, options appraisal, and roadmap development. Outcomes are well-defined and aligned to the Deliverables listed in Section VI (Terms of Reference), including architecture blueprints, process maps, options appraisal report, implementation roadmap, and feasibility/risk analysis. The approach ensures direct alignment with CRCC's ERP and data management needs, and shows clear linkage with broader organisational objectives. Risks are clearly identified (technical and business) with robust and realistic mitigation strategies.
16-35	<ul style="list-style-type: none"> Technical plan is relevant but partially detailed; advisory approach is described but lacks full clarity on diagnostics, consultations, or analytical methods. Work plan covers some elements (e.g., assessment and design) but is incomplete or high-level. Outcomes are listed but not fully defined (e.g., only some reports or analysis tools identified). Shows partial alignment with CRCC's ERP/data needs and only limited linkage with strategic objectives. Risks are acknowledged but mitigation measures are limited or generic.
0 - 15	<ul style="list-style-type: none"> Technical plan is unclear, generic, or poorly aligned with ERP advisory requirements. Advisory approach is missing or not logically structured; little or no mention of diagnostics, consultations, or methods. Work plan is absent, vague, or unrealistic. Deliverables are undefined or irrelevant to advisory scope. Shows little to no alignment with CRCC's ERP/data needs or organisational strategy. Risks are either not identified or no credible mitigation is proposed.

	Presentation on methodology, approach, deliverables, intended outcomes and timeframe of the assignment to NRSP/CRCC. (20 Marks)	
	Score Range	Criteria
	11-20	<ul style="list-style-type: none"> Provides a clear and insightful elaboration of the written methodology, adding meaningful depth and context beyond the proposal. Demonstrates a strong understanding of CRCC's priorities and requirements, and clearly explains how the proposed approach supports ERP and data management objectives. Reinforces key outcomes through practical examples and evidence from prior experience. Shows strong engagement and ownership of the methodology, demonstrating the capability to translate advisory work into tangible, actionable outcomes.
	0 - 10	<ul style="list-style-type: none"> Provides limited or no elaboration beyond the written proposal Limited to no clarity on how the methodology aligns with ERP/data management objectives. Outcomes remain vague or generic, not convincingly linked to CRCC's requirements. Presentation does not demonstrate ownership, leaving doubts about the firm's advisory capacity.
Experience & Expertise of the Organisation/ Firm (Maximum: 30 points)		
	Score Range	Criteria
	21-30	<ul style="list-style-type: none"> Organisation/Firm has extensive and directly relevant experience of over 5 years in designing and implementing end-to-end data management systems, including projects in accelerator/incubator or development sector projects. Team includes senior ERP/enterprise architects with more than 5 years of experience. Key technical personnel have relevant vendor certifications (SAP/Oracle/MS Dynamics/ other relevant certifications). Full coverage of subject matter specialists (data, integration, security, infrastructure). Case studies/overview of past projects provided are highly relevant, detailed, and clearly demonstrate impact.

	11-20	<ul style="list-style-type: none"> • Organisation has moderate experience (3–5 years) in designing and implementing data management systems, with some exposure to accelerator/incubator or development sector projects. • Team includes at least one architect with some experience, limited certifications. • Partial specialist coverage. • Case studies/overview of past projects are partially relevant and demonstrate some impact.
	0 - 10	<ul style="list-style-type: none"> • The organisation has minimal or no proven experience (less than 3 years) in data management systems. • Key personnel have little or no relevant background. • Team lacks technical specialists • Case studies are absent, outdated, or irrelevant.
Evaluation & Shortlisting Method	<p>To technically qualify, a minimum score of 60 out of 100 is required, as per the table above.</p> <p>Financial proposal of only technically qualified Organisations/ Firms will be opened.</p> <p>If the financial proposal of highest scoring Organisation/ Firm is above the budget, the highest technical score Organisation/ Firm would be considered.</p> <p>If none of the proposals reach the minimum technical score specified NRSP reserves the right to re-invite the proposals.</p> <p>Any financial proposal which is above the budget would be rejected regardless of score of technical proposal. Such Organisations/Firms would be excluded from the competition. Evaluation would be carried out with rest of the proposals.</p>	

Section IV: Technical Proposal

<p>Proposal Narrative</p>	<p>a. Cover page: Name, assignment title, duration of the assignment, point of contact, name, mobile number, email and other information.</p> <p>b. Table of content: A list of all documents as part of proposal with corresponding page numbers. Supporting documents such as company registration certificate, CV of key personnel for the assignment, copies of CINC and other documents, should be clearly listed here.</p> <p>c. Executive summary: Synopsis of the proposal.</p> <p>d. Technical proposal:</p> <ul style="list-style-type: none"> ○ An outline of methodology and approach to deliver the milestones listed below. This section should present the advisory approach, explaining how the Organisation/Firm will conduct diagnostics and engage in stakeholder consultations. It should outline the proposed methodology for assessing existing systems and data flows, and demonstrate the application of recognised enterprise architecture frameworks such as TOGAF, Zachman, or equivalent. The proposal should also describe the steps for defining implementation pathways, including the appraisal of available options, and set out the approach to cost estimation, feasibility analysis, and risk assessment. ○ An overview of the Organisation/ Firm including background information, relevant expertise, and experience with similar assignments, particularly in designing ERP solutions, setting up data management systems, within climate/development finance sectors (preferred but not required). ○ Evidence of previous work of a similar nature (references, reports, case studies) ○ Profiles of key personnel and team leads ○ Contact details of at least two referees from recent relevant assignments. ○ The Organisation/Firm may propose critical enhancements to the scope of work in the technical proposal; however, the financial proposal should be limited to the current scope of work at this stage. <p>The technical proposal covering methodology and approach should not exceed ten (10) pages (Arial font size 11. Organisational overview and profiles of key personnel may be attached as annexures</p> <p>e. Work Plan: Including deliverables and timelines</p> <p>f. Financial Proposal: A financial proposal based on lump sum project value (PKR).</p>
<p>Team composition and task assignment</p>	<p>Include a summary of tentative team size and team composition.</p> <p>Team leads or key personnel acting as representatives of this assignment cannot be changed after award of the contract.</p>
<p>Timeline/work plan</p>	<p>The tentative timeline for this assignment is consecutive 6 weeks, from the date of contract signing. The time duration of this assignment is subject to change, with mutual agreement, should the project demand and requirement change over the course of time.</p> <p>The work plan submitted within the technical proposal should be aligned with this proposed timeline of the assignment.</p>

Deliverables/ Milestones	Inception Report Deployment Plan Budget Framework Post-Deployment Support Framework Note: These milestones have been explained in detail in the next section.
---------------------------------	---

Section V: Financial Proposal

Summary of budget	A financial proposal must be submitted stating the total cost of the assignment. The total amount to be paid by NRSP in PKR should also be clearly indicated in the financial proposal. The financial proposals must be duly signed by the authorised individual of the Organisation/ Firm with the date of signing. Any financial proposal which is above the budget would be rejected regardless of score of technical proposal. Such Organisations/ Firms would be excluded from the competition.
Applicable taxes	Applicable taxes would be included in each payment as per law of land.
Maximum Budget	The maximum budget for this assignment is PKR 4 million inclusive of all taxes.

Section VI: Terms of Reference

Introduction	<p>Established in 1991, NRSP is the largest Rural Support Programme in the country in terms of outreach, staff and development activities. It is a not-for-profit organization registered under Section 42 of Companies Ordinance 1984.</p> <p>The mandate of National Rural Support Programme (NRSP) is to alleviate poverty by harnessing people's potential and undertake development activities in Pakistan. It has a presence in 56 Districts in all the four Provinces including Azad Jammu and Kashmir through Regional Offices and Field Offices. NRSP is currently working with more than half a million poor households organized into a network of more than 115,076 Community Organizations. With sustained incremental growth, it is emerging as Pakistan's leading engine for poverty reduction and rural development.</p> <p>Climate Resource and Coordination Centre (CRCC) is a dedicated climate finance facility within the NRSP. It is a pioneering facility dedicated to enabling climate finance solutions that drive impactful climate action. With a focus on mobilising 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.</p>
Background/context of assignment	<p>CRCC is seeking to develop an ERP with an integrated data management capability to support the implementation and management of its climate finance programmes. The ERP shall function as a centralised, secure, and scalable platform to support programme management, streamline institutional operations, integrate core functions, and provide data-driven insights for strategic decision-making and future growth.</p> <p>This current assignment seeks advisory on the design and architecture of the system that meets all the technical and operational requirements.</p>
Objective of the assignment	<p>The overarching objective of this assignment is to develop a blueprint of the architecture that:</p> <ul style="list-style-type: none"> • Establishes a centralised system that streamlines workflows, automates routine processes, and reduces manual effort across institutional and programme functions. • Leverages off-the-shelf modules where possible, ensuring cost efficiency, interoperability, and scalability to meet CRCC's evolving needs. • Embeds international best practices in financial management, audit readiness, impact reporting, ensuring transparency and compliance with development partners' requirements. • Provides robust monitoring, evaluation, and impact reporting capabilities, supported by real-time dashboards to enable evidence-based decision-making at both programme and organisational levels.

<p>Scope of work</p>	<p>The selected Organisation/ Firm will be responsible to advise on the design and architecture of an ERP/ Data management system that is fit and efficient to undertake the following key actions:</p> <p>The system must support the following institutional functions, but not limited to:</p> <ul style="list-style-type: none"> • Financial Management: budget planning, accounting, disbursements, and financial reporting. • Administration: document management, approvals, workflows, and general office management. • Procurement: vendor management, procurement workflows, compliance tracking, and contract management. • Human Resources (HR): staff records, recruitment, payroll, and performance management. • Programme Oversight for Strategic Decision-Making: dashboards and reports that aggregate programme data to support leadership in resource allocation and organisational strategy. • Impact Module: a centralised module that consolidates monitoring, evaluation, and learning (MEL) data across all programmes to provide organisation-wide impact insights for boards, development partners, and stakeholders. <p>At a programme-level, the ERP must at least provide the following specialised modules tailored to CRCC's climate finance initiatives, but not limited to:</p> <ul style="list-style-type: none"> • Grant, Equity, and Loan Management: lifecycle tracking of all funding instruments, including approvals, disbursements, repayment (where relevant), and closure. The module must support: <ul style="list-style-type: none"> ▪ Financial flows - tracking commitments, disbursements, repayments, and outstanding balances. ▪ KPI monitoring - linking disbursements to programme milestones, outputs, and performance indicators. • Programme Activities: planning, tracking, and reporting on programme activities such as events, workshops, capacity building, organisational development, and market access initiatives. • Partner & Beneficiary Onboarding: managed through structured application and evaluation workflows, including digital intake forms, eligibility screening, multi-stage reviews, scoring, and approval/rejection. Profiles created during onboarding must be linked to funding and reporting modules. • Communications: integrated tools for notifications (email, SMS, WhatsApp) along with automated status updates. • Monitoring, Evaluation & Learning (MEL): longitudinal data capture on programme outputs and outcomes, linked directly to disbursement/KPI data. This MEL data will automatically feed into the institutional Impact Module as well as partner's reporting¹. <p>IMPORTANT: Based on the quality and robustness of the deployment plan, budget framework and post-deployment support framework, the Organisation/ Firm may be invited to serve as the implementation partner for system deployment. This will be an extension of the current RFP undertaken at a mutually agreed cost.</p>
-----------------------------	---

¹ In particular, the reporting requirements determined by partners, such as the Green Climate Fund (GCF), will need to be covered and integrated within the overall system.

Schedule of deliverables	The selected Organisation/ Firm is expected to deliver the following:		
	Milestone	Deliverables	Timeline
	Milestone 1	Inception Report: Demonstrate the Organisation/ Firm's understanding of CRCC's needs and include a clear assessment of currently available ERP/data management solutions (including off-the-shelf and customisable options), with recommendations suited to CRCC's institutional and programme-level requirements.	Within three weeks of contract signing
	Milestone 2	a) Deployment Plan: Detailed approach along with a proposal of system design and architecture This document will cover technical specifications, phased deployment strategy, resource requirements, timelines, and any other requirements critical to implementation. b) Budget Framework: Comprehensive budget for system deployment and maintenance. c) Post-Deployment Support Framework: Recommended support model, including capacity building, troubleshooting, maintenance, and potential service-level agreements (SLAs) required for ongoing maintenance.	Within six weeks of contract signing

Payment schedule/Terms	<p>Tentative payment for the assignment is given below:</p> <ul style="list-style-type: none"> • 20% of total assignment cost will be paid after the submission of Inception Report (Milestone 1). • 50% of total assignment cost will be paid after the submission and approval of deployment plan (Milestone 2a). • 10% of total assignment cost will be paid after the submission and approval of Budget Framework (Milestone 2b). • 20% of total assignment cost will be paid after the submission and approval of Post-Deployment Support Framework (Milestone 2c). <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-RQ2296, 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.

I, on behalf of my organisation/firm _____, having registration number _____, with its head office located at _____, hereby confirm that I am duly authorised to make and execute the above undertaking on behalf of my organisation/firm

Full official Name: _____
CNIC No: _____
Designation: _____
Signature: _____

(Should be attested by Notary Public)

Checklist for Organisation/Firm on Legal Compliance

	LIKELIHOOD	Yes	NO	write "NA" (if not applied)
1	Does the Organisation/Firm regularly file the company's financial statements with the regulator?			
2	Does the Organisation/Firm 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 Organisation/Firm 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 Organisation/Firm 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 Organisation/Firm'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 Organisation/Firm 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: _____
 Designation: _____
 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 organisation/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.

Selected organisation/ firm will be required to adhere to this Code of Conduct and Ethics as a condition of relation. Selected organisation/ firm pledges 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/ firms (non-employees) contracted or functionally related to NRSP, including executing entities and third-party Organisation/Firm: -

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 Consultants 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.
26. Will uphold NRSP's commitment to gender equality, non-discrimination, and the prevention of Sexual Exploitation, Abuse, and Harassment (SEAH) at all times in the course of their work.
27. Will maintain a working environment that is free from all forms of SEAH& gender-based violence, in alignment with NRSP's Gender Mainstreaming Policy.

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.
