

## **Request for Proposal (RFP)**

### **Hiring of Organization/Firm for EVENT MANAGEMENT, COMMUNICATIONS AND MARKETING FOR THE CLIMAVENTURES ROADSHOW**

**Implemented by:  
Climate Resourcing Coordination Centre**

RFP Reference #: RQ-2376

Date of Issue: 06 December 2025

## Newspaper Advertisement

<b>NRSP</b>	<b>REQUEST FOR PROPOSALS</b>	
National Rural Support Programme		

National Rural Support Programme (NRSP)/Climate Resourcing Coordination Center (CRCC) invites sealed Proposals for Hiring of Organization/Firm for event management, communication and marketing for the Climaventures road show 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/](http://www.nrsp.org.pk/tenders/). Last date for submission of sealed proposals is **December 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,  
[nrspprocurement@nrsp.org.pk](mailto:nrspprocurement@nrsp.org.pk)

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## PART 1 – PROPOSAL AND SELECTION PROCEDURES

<b>Section I: Letter of Invitation (LOI) Requesting Proposals</b>	This letter is addressed to organizations/firms following the advertisement for the event management, communications and marketing for the Climaventures Roadshow. Section I provides basic information about the service and advises consultants on how to obtain the RFP, the selection method and applicable competition rules that govern the selection and award process.
<b>Section II: Instructions to Consultants/Firms</b>	This section provides information to help organizations/firms prepare their proposals; it also provides information on the submission, opening, and evaluation of proposals and on the award of the proposed contract.
<b>Section III: Terms of Reference</b>	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.
<b>Section IV: Eligibility and Evaluation Criteria</b>	This section stipulates the eligibility and past experience credentials to be evidenced to be furnished by the competing organizations/firms as well as the criteria to be used by <b>NRSP</b> to evaluate the proposals.
<b>Section V: Technical Proposal</b>	This section provides the technical proposal forms which are to be completed by the competing consultants/firms and to be submitted in the technical proposal envelope.
<b>Section VI: Financial Proposal</b>	This section provides the financial proposal forms which are to be completed by the competing organizations/firms and to be submitted in the financial envelope.
<b>Section VII: Declaration &amp; checklist</b>	This section provided one declaration of eligibility and one litigation checklist which each consultant/firm need to submit with the technical proposal

## PART 2 – CONDITIONS OF CONTRACT

<b>Section VIII: Code of Conduct &amp; Anti money laundering policy</b>	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: 06 December 2025

**Ref:**

Dear Madam/Sir,

NRSP would like to invite proposals from organizations/ firms to submit a proposal in accordance to the RFP “Ref:RQ-2376” 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 Consultants/Firms
- Section III Eligibility and Evaluation Criteria
- Section IV Technical Proposal
- Section V Financial Proposal Forms
- Section VI Terms of Reference

Part 2 – Conditions of Contract and Contract Forms

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

A pre-proposal meeting will be held as described in the RFP. Proposals must be delivered to the address given below no later than **December 17, 2025 till 3:00 PM**. Organizations/Firms should be aware that late proposals after deadline will not be accepted under any circumstances and will be returned unopened to the Organizations/Firms Electronic proposals *shall not* be accepted.

Yours Sincerely,

NRSP-Procurement Section

For National Rural Support Programme

IRM Complex, 7<sup>th</sup> sunshine Avenue, near COMSAT University,  
Park Road, Islamabad

Email: [nrspprocurement@nrsp.org.pk](mailto:nrspprocurement@nrsp.org.pk)

## **Section II: Instructions to Consultants/Firms**

<b>Introduction</b>	<p>Organization/Firm shall adhere to all the requirements of this RFP, including any amendments made in writing by NRSP. This RFP is issued in accordance with NRSP-CRCC procurement policies and procedures. Organizations/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 organization/firm, upon notice to the organizations/firm or publication of cancellation notice on NRSP website.</p>
<b>Code of conduct, fraud, corruption, AML/CFT</b>	All organizations/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.
<b>Conflict of Interest</b>	<p>An organization/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 organization/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>Organizations/Firms having conflict of interest shall be disqualified.</p>
<b>Cost of proposal</b>	NRSP shall not be responsible for any costs associated with the preparation and submission of a proposal. The organization/firm shall bear all costs associated with the preparation and submission of its proposal, regardless of the conduct or outcome of the proposal process.
<b>Language of the proposal</b>	Language of the proposal to be submitted should be English.
<b>Currency of proposal</b>	Currency of the proposal and budget shall be quoted in PKR only. (Pakistani Rupees)
<b>Joint venture, consortium or association</b>	<p>If the organization/firm is a group of legal entities that will form or have formed a joint venture (JV), consortium or association for the RFP, they shall confirm in their Proposal that: (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, consortium or jointly and severally, which shall be evidenced by a duly notarized agreement among the legal entities and submitted with the proposal, (ii) if they are awarded the contract, the contract shall be entered into, by and between NRSP and the designated lead entity, who shall be acting for and on behalf of all the members entities comprising the joint venture, consortium or association, (iii) should submit the JV, consortium or association agreement having clear roles and responsibilities of each party.</p> <p>The JV may be constituted with maximum of two (02) organizations/ firms</p>
<b>Applicable taxes</b>	Organizations/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.

<b>Only one proposal</b>	Organizations/Firms shall submit only one proposal as a sole consultancy firm or as a joint venture member. If an organization 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.
<b>Validity of proposal</b>	Proposal shall remain valid for 60 days from the deadline for the submission of the proposal.
<b>Method of submission (sealing and marking of proposal)</b>	<p>The “original” and one “copy” of the complete technical proposal with annexures on USB shall be placed in a sealed envelope clearly marked “technical proposal”. Similarly, the “original” of the financial proposal shall be placed in a separate sealed envelope clearly marked “financial proposal”. Each envelope shall bear the name and address of the NRSP as stated in the RFP, the name and address of the organization/Firm (in case they may have to be returned unopened), and the name and reference number of the assignment. In addition, the envelope containing the original and copies of the financial proposal shall be marked with a warning “do not open with the technical proposal”. If the financial proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for rejecting the proposal.</p> <p>The two envelopes containing the Technical Proposal and the Financial Proposal shall then be placed into one outer envelope or carton (as appropriate) and securely sealed to prevent premature opening. This outer envelope shall bear the submission address, name and address of the Organization, name of the assignment and its reference number.</p>
<b>Deadline for the submission of RFP</b>	Proposals must be received by the NRSP before the submission deadline specified in the RFP. Proposals requested to be withdrawn shall remain unopened. No proposal may be withdrawn, substituted, or modified in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity specified in this RFP. NRSP may, at its discretion, extend the deadline for the submission of proposals by amending this RFP and shall communicate through proper medium(email/newspaper).
<b>Contact persons for correspondence, notifications ,Clarification and queries</b>	<p>For any queries or clarification regarding RFP, kindly send your queries to the following email address:</p> <p>Email: <a href="mailto:nrspprocurement@nrsp.org.pk">nrspprocurement@nrsp.org.pk</a></p> <p>Any delay in NRSP’s response shall be not used as a reason for extending the deadline for submission, unless NRSP determines that such an extension is necessary and communicates a new deadline to the proposers.</p>
<b>Deadline for submission of Queries</b>	<p>Deadline for submission of queries regarding the RFP is December 11, 2025 by 4:00pm.</p> <p>Requests for clarification/queries from organizations/firms will not be accepted after the date/time given in the RFP.</p>
<b>Deadline for replies to the queries</b>	Responses to queries will be communicated to organizations/firm via email and uploaded on the NRSP website
<b>Late Proposals</b>	Any proposals received by the client after the deadline for submission of proposals shall be declared late, rejected, and returned unopened to the organization.



<b>Pre proposal Meeting</b>	<p>A pre-proposal conference/meeting will be held at 3:00 PM PKT on 10 December, 2025 at NRSP HO, IRM Complex, Chak Shahzad, Near Comsats University, Islamabad in person or online via <b>Microsoft Teams</b> meeting details given below:</p> <p><b>Meeting ID: 459 284 056 632 87</b>  <b>Passcode: NM7YQ3C4</b></p> <p>Attendance is strongly advised for all prospective organizations or their representatives in this meeting the date venue and time of proposal opening will be shared with all organizations.</p>
<b>Proposal opening</b>	<p>NRSP shall open the outer envelopes in a public meeting to sort the proposals into technical proposals or financial proposals as appropriate. NRSP shall ensure that the financial proposals remain sealed and securely stored until such time as the public opening of financial proposals takes place. The opening of technical proposal will take place at the address, date and time given below:</p> <p>Date: 17 December, 2025  Time: 3:30 PM  Address: NRSP HO, IRM Complex, Chak Shahzad, Near Comsats University, Islamabad</p>
<b>Confidentiality</b>	<p>Information relating to the evaluation of proposals and recommendations of contract award shall not be disclosed to organizations/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 organization/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.</p>
<b>Evaluation of technical proposal</b>	<p>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%) in sub criteria indicated in the RFP.</p>
<b>Shortlisting / award criteria</b>	<p><b>Technical proposal will be evaluated based on the following criteria:</b></p> <ul style="list-style-type: none"> <li>a. Methodology and Technical Approach (30 marks)</li> <li>b. Overall relevant experience of the organization/firm (50 marks)</li> <li>c. Detailed presentation (in-person or online) (20 Marks)</li> </ul> <p><b>Financial Proposal will be evaluated using Fixed Budget Selection (FBS). NRSP will select the organization/firm who score the highest technical marks within the stipulated budget. Proposals that exceed the indicated budget will be rejected.</b></p> <p>Financial proposal of only technically qualified organizations/firms will be opened.</p>

<b>Notice of intent to Award</b>	After the completion of the evaluation report and having obtained all the necessary internal and donor approvals (if any), NRSP shall notify the unsuccessful organizations/firms. After the time given for recording the grievances, if any, NRSP shall notify the notice of intent to award to the successful organization/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, which will be five days, 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 organization and no legal or equitable rights will be created through the delivery of the notice of intent to award. At the same time, when NRSP issues the notice of intent to award, NRSP shall also notify, in writing, all other organizations of the results of the selection process. NRSP shall promptly respond in writing to any unsuccessful organization who, after receiving notification of the selection results, makes a written request for a debriefing or submits a protest.
<b>Invitation to Negotiation and proceedings</b>	<p>Upon the expiry of the period for submission of protests and appeals and when all protests and appeals have been resolved, as applicable, NRSP shall send an invitation to negotiations to the successful organization. Negotiations will be held on the date and at the address communicated. The invited organization/firm (who is invited via the notification of award) will, as a pre-requisite for attendance at the negotiations, confirm the availability of all the key professional personnel listed in the technical proposal. Failure to confirm such personnel may result in the proceeding to negotiate with the next-ranked organization/firm. Representatives conducting negotiations on behalf of the organization/firm must have written authority to negotiate and conclude the contract on behalf of the organization/Firm.</p> <p>Negotiation will be focus on drat contract and will not be on financial proposal.</p>
<b>Notice of Contract Award</b>	NRSP shall issue the notice of award to the successful organization/firm and sign the contract.
<b>Return of unopened financial Proposals</b>	After contract signature, NRSP shall return the unopened financial proposals to the unsuccessful organizations/firms .
<b>Expected date for contract Award</b>	The entire process from the issuance of RFP to the awarding of contract, is expected to be finalized within a timeframe of 30-45 days. The organization/firm is expected to commence the assignment on the <b>date</b> and at the <b>location</b> specified in the RFP.

## **Section III: Eligibility and Evaluation Criteria**

<b>Eligibility of organizations</b>	<p>Every organization /firm is eligible having</p> <ul style="list-style-type: none"> <li>• Active NTN number</li> <li>• Active GST Registration</li> <li>• On the active taxpayer list of FBR.</li> <li>• Registration/legal capacity</li> <li>• Declaration of Eligibility on stamp as per format provided in section VII</li> <li>• The organisation/firm must have provided event management and marketing for at least two (2) projects in the last 5 years. Provide documented evidence through completion certificates.</li> </ul>
<b>Legal status</b>	A copy of letter of incorporation (registration), or other such document, indicating its legal status.
<b>Official Address</b>	organization / firm must clearly indicates its official address (physical address, not post box number), official website / webpage (if any), contact numbers and official email address
<b>Financial criteria</b>	The consultant/Firm shall provide evidence i.e. last two three years audit report or income tax returns bank balance showing that it has the sufficient financial capacity needed for this contract.
<b>Litigation criteria</b>	The consultant/firm shall provide accurate information on any current or past litigation or arbitration resulting from contracts completed, terminated, or under execution by the consultant over the last five (5) years. A consistent history of court/arbitration decisions against the consultant/firm or existence of ongoing high value disputes may lead to the rejection of the proposal.

<b>Qualification and Experience</b>	<p><b>Event Management</b></p> <ul style="list-style-type: none"> <li>i. A recommended of five (5) years of experience in event management for public, private, or development sector clients.</li> <li>ii. The organization/firm must have worked on up to 5 similar assignments with national and/or international organizations – documented evidence to be provided as completion certificates</li> <li>iii. Proven experience in multi-city event delivery and coordination through previous work involving diverse stakeholders</li> <li>iv. Demonstrated capacity to deliver end-to-end event management services including concept development, design, logistics, AV setup, and on-site management.</li> </ul> <p><b>Marketing and outreach</b></p> <ul style="list-style-type: none"> <li>i. A recommended five (5) years of experience in creative communications (designing, branding, social media management), marketing/public outreach, and media engagement for public, private, or development sector clients.</li> <li>ii. Prior successful execution of communication campaigns involving digital, print, and broadcast media.</li> <li>iii. An experienced team of script/concept writers / content developers / translators, graphic designers, digital animators, video editors, storyboard artists, creative director, branding expert and PR specialist available in-house.</li> <li>iv. An experienced team with technical capability and equipment for event photography and videography and post-production.</li> <li>v. A dedicated social media management and marketing team with an understanding of social awareness and behavioural change communication campaigns.</li> <li>vi. Preference will be given to firms with demonstrated experience in climate change, sustainability, or entrepreneurship-related initiatives.</li> </ul>
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<b>Evaluation Criteria for Technical Proposal</b>	<p>A proposal will be rejected if it does not earn a total minimum score , a proposal may be rejected, at the discretion of NRSP, if the organization/firm does not satisfy the mandatory criteria which includes:</p> <ul style="list-style-type: none"> <li>• A proposal will be rejected if the proposal does not earn a total minimum score (60 marks)</li> </ul> <p><b>Technical Approach and Methodology (30 Points)</b></p> <table border="1"> <thead> <tr> <th>Scoring range</th><th>Criteria</th></tr> </thead> <tbody> <tr> <td>22 - 30</td><td> <ul style="list-style-type: none"> <li>○ Proposal demonstrates an excellent and comprehensive understanding of the assignment and its objectives.</li> <li>○ Methodology and technical approach are highly relevant and clearly explains the end-to-end delivery of services. The concepts presented for event and comms design are well aligned to Climaventures goals.</li> <li>○ Provides a comprehensive implementation plan aligned to the deliverables in this RFP.</li> <li>○ Risks are comprehensively identified with realistic and proactive mitigation strategies. Environmental and sustainability measures are also clearly identified.</li> </ul> </td></tr> <tr> <td>11 – 21</td><td> <ul style="list-style-type: none"> <li>○ Proposal demonstrates partial understanding of the assignment and its objectives</li> <li>○ Methodology is moderately relevant but lacks clarity. The concepts presented for event and comms design presented but not aligned to Climaventures needs.</li> <li>○ Implementation plan is present but not aligned to the deliverables mentioned in the RFP.</li> <li>○ Risks are identified without any mitigation strategies. Sustainability measures are either too generic or unrealistic.</li> </ul> </td></tr> <tr> <td>0 – 10</td><td> <ul style="list-style-type: none"> <li>○ Proposal shows limited or no understanding of the assignment.</li> <li>○ Methodology is generic, unclear, or incomplete. Event or communications design proposals are missing or very weak.</li> <li>○ Implementation plan is absent or unrealistic.</li> <li>○ No risks or environmental and sustainability measures are identified.</li> </ul> </td></tr> </tbody> </table> <p><b>Relevant Experience (50 points)</b></p> <table border="1"> <tbody> <tr> <td>36 - 50</td><td> <ul style="list-style-type: none"> <li>○ Firm demonstrates <b>5 or more years</b> of verifiable experience in event management, creative communications, and outreach for public, private, or development sector clients.</li> <li>○ Has completed <b>up to (5) comparable assignments</b>, each combining elements of event production and communications, outreach and marketing. Provides</li> </ul> </td></tr> </tbody> </table>	Scoring range	Criteria	22 - 30	<ul style="list-style-type: none"> <li>○ Proposal demonstrates an excellent and comprehensive understanding of the assignment and its objectives.</li> <li>○ Methodology and technical approach are highly relevant and clearly explains the end-to-end delivery of services. The concepts presented for event and comms design are well aligned to Climaventures goals.</li> <li>○ Provides a comprehensive implementation plan aligned to the deliverables in this RFP.</li> <li>○ Risks are comprehensively identified with realistic and proactive mitigation strategies. Environmental and sustainability measures are also clearly identified.</li> </ul>	11 – 21	<ul style="list-style-type: none"> <li>○ Proposal demonstrates partial understanding of the assignment and its objectives</li> <li>○ Methodology is moderately relevant but lacks clarity. The concepts presented for event and comms design presented but not aligned to Climaventures needs.</li> <li>○ Implementation plan is present but not aligned to the deliverables mentioned in the RFP.</li> <li>○ Risks are identified without any mitigation strategies. Sustainability measures are either too generic or unrealistic.</li> </ul>	0 – 10	<ul style="list-style-type: none"> <li>○ Proposal shows limited or no understanding of the assignment.</li> <li>○ Methodology is generic, unclear, or incomplete. Event or communications design proposals are missing or very weak.</li> <li>○ Implementation plan is absent or unrealistic.</li> <li>○ No risks or environmental and sustainability measures are identified.</li> </ul>	36 - 50	<ul style="list-style-type: none"> <li>○ Firm demonstrates <b>5 or more years</b> of verifiable experience in event management, creative communications, and outreach for public, private, or development sector clients.</li> <li>○ Has completed <b>up to (5) comparable assignments</b>, each combining elements of event production and communications, outreach and marketing. Provides</li> </ul>
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		<p>visuals and documented proof (completion certificates) for all assignments.</p> <ul style="list-style-type: none"> <li>○ Proven experience in delivering multi-city or national-scale events <b>in four or more</b> major cities across Pakistan with excellent coordination complexity.</li> <li>○ Prior success in digital, print, and broadcast campaigns with measurable engagement outcomes.</li> <li>○ Key personnel are all in house and have strong relevant experience and desired technical expertise in event management and marketing/PR as mentioned in eligibility and evaluation criteria</li> <li>○ 2-3 years of experience in climate change, sustainability, or entrepreneurship-related initiatives.</li> </ul>
	15 - 35	<ul style="list-style-type: none"> <li>○ Firm demonstrates <b>2 – 4 years</b> of verifiable experience in event management, creative communications, and outreach/media engagement for public, private, or development sector clients.</li> <li>○ Has completed <b>2- 4 comparable assignments</b>, with some demonstrated integration between event management and marketing, or there is a limited visual or documented evidence.</li> <li>○ Delivered <b>events in 2–3 cities</b> with some coordination complexity demonstrated.</li> <li>○ Key personnel are partially in house and have most technical expertise in event management and marketing/PR as mentioned in eligibility and evaluation criteria</li> <li>○ 0-1 years of experience in climate change, sustainability, or entrepreneurship-related initiatives</li> </ul>
	0 - 14	<ul style="list-style-type: none"> <li>○ Firm has 2 or less than 2 years of experience, or no relevant experience in event management, creative communications, and outreach/media engagement for public, private, or development sector clients.</li> <li>○ Has completed <b>less than 2 or no comparable assignments</b>, or there is no evidence and proof of completed events.</li> <li>○ Completed <b>events in only one city</b> on a very small scale</li> <li>○ Has no in-house creative or technical team, relying entirely on ad-hoc outsourcing or no relevant technical expertise.</li> <li>○ No experience in climate change, sustainability, or entrepreneurship-related initiatives</li> </ul>

	<b>Presentation (20)</b>			
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<b>Evaluation Method</b>	<p>The minimum score required for qualify technically is 60%.</p> <p>Financial proposal of only technically qualified Organizations/ Firms will be opened.</p> <p>If the financial proposal of highest technical scoring Organization/ Firm is above the budget, the second highest technical score Organization/ Firm would be considered provided that his financial proposal is within the budget.</p> <p>If the financial proposal of second highest technical scoring Organization/ Firm is also above the budget, the third highest technical score Organization/ Firm would be considered provided that his financial proposal is within the budget. If the financial proposal of third highest technical scoring Organization/ Firm is also above the budget, the process will be cancelled.</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 Organizations/Firms would be excluded from the competition. Evaluation would be carried out with rest of the proposals.</p>
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## **Section IV: Technical Proposal**

<p><b>Proposal Narrative</b></p>	<p><b>Cover page:</b> Name of the firm, title of the assignment, duration of the assignment, name of primary contact, cell phone number, email and other relevant information.</p> <p><b>Table of content:</b> Table of content of all the sections in the RFP with corresponding page numbers. Supporting documents attached (as specified in the RFP) should be clearly listed here.</p> <p><b>Executive summary (1 page max):</b></p> <ul style="list-style-type: none"> <li>• Brief introduction of the firm, summarizing key strengths and relevant experience.</li> <li>• Understanding of the assignment and commitment to deliver within the required timeframe.</li> <li>• Summary of proposed approach and value addition.</li> </ul> <p><b>Technical Proposal:</b></p> <ul style="list-style-type: none"> <li>• The technical proposal reflects the firm/organization’s understanding of the Climaventures roadshow, its objectives, and intended outcomes.</li> <li>• The proposal should clearly explain the firm/organization’s methodology and approach to deliver the roadshow services end to end (creative development, communications, event management, outreach, logistics, media, and reporting). A brief event design proposal illustrating how the firm/organization envisions the physical and technical layout for the roadshow, covering stage layout, seating, A/V configuration, and spatial design adapted to Climaventures context should be included. It should also include a communications and outreach design proposal outlining the creative and strategic approach to promotional and engagement activities across digital, print, and social platforms.</li> <li>• The proposal should Identify key risks (technical, logistical, operational and others) and mitigation strategies, as well as measures to ensure environmentally responsible events, as much as possible.</li> <li>• The proposal should provide an implementation plan describing how the assignment will be executed across all phases, inception, pre-event, event delivery, and post-event closure. Include a timeline or Gantt. The firm should indicate lead times required for design, content development and design. The proposal should also demonstrate the firm’s logistical capacity to execute the event in multiple cities.</li> <li>• Include up to a recommended of five (5) examples of comparable projects completed, particularly assignments involving elements of creative communications design, event management, marketing/outreach and media engagement. (Include event name, client, location, scope, budget, and contact reference). Provide supporting visuals or media evidence and documented proof of completion.</li> <li>• identify key personnel, specify each team member’s technical expertise and role, and where necessary, deployment plan across cities and events.</li> </ul>
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	<p><i>Note: The design proposals will be used to assess firm/organization's creative direction, technical capacity, and understanding of the assignment; final concepts and materials will be refined collaboratively with CRCC and host partners after award.</i></p> <p>The technical proposal should not exceed 10 (ten) pages pages (Arial font size 11). The following should be attached as annexures to the proposal</p> <p><b>Annexes to the Technical Proposal</b></p> <p>All supporting documents and annexes must be clearly labelled and referenced in the proposal. These may include:</p> <ul style="list-style-type: none"> <li>• Profiles of key personnel.</li> <li>• Company registration and tax certificates.</li> <li>• Portfolio of past events or campaigns, including visuals or links.</li> <li>• Completion certificates of past events (recommended 5)</li> </ul>
<b>Information of organization/firm</b>	<ul style="list-style-type: none"> <li>• Introduction of the organization/firm i.e. mission statement, organization size, relevant office locations,</li> <li>• Confirm whether the organization/firm is a registered business entity</li> </ul>
<b>Team composition and task assignment</b>	The organization/firm should propose the structure and composition of team to be engaged. organization/firm should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.
<b>List of key personals (Profiles)</b>	The Profiles of the key personals must include the Names, , CNIC, titles, responsibilities, relevant experience or qualification of key personnel involved in the management of the assignment.
<b>Availability of key professionals</b>	The acknowledgement/ confirmation statement of the key professionals to be available for the said assignment either on separate page or at the end of each Profile After award of contract, key personnel offered are not changeable.
<b>Timeline/work plan</b>	<p>The validity of the contract will remain till 30 April 2026.</p> <p>Within the technical proposal; organization/Firm should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by NRSP/CRCC), 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</p>
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>• Work plan report</li> <li>• Execution of outreach campaign</li> <li>• Execution of roadshow events</li> <li>• Approved creative designs</li> <li>• Broadcasting and Handover</li> </ul>

## **Section V: Financial Proposal**

<b>Summary of budget</b>	<p>A financial proposal must be submitted stating the total cost of the assignment based on the templates provided below.</p> <p>The total amount to be paid by NRSP in PKR should also be clearly indicated in the financial proposal. All the applicable taxes should be included in the financial proposal. WHT should not be mentioned separately, and it should be included in the cost. Only applicable sales tax to be mentioned separately. The financial proposals must be duly signed by the authorised individual of the Organization/ Firm with the date of signing. Any financial proposal which is above the budget would be rejected regardless of score of technical proposal. Such Organizations/ Firms would be excluded from the competition.</p>
<b>Maximum budget for the assignment</b>	15 Million PKR (Inclusive of all applicable taxes)

**Detailed budget template for event management (breakdown of budget by activity)**

S. no	Item	Units	Unit price	No of events	Total	comments
1	Venue *	1		7		List of venues is given below, provide total venue cost here
2	Thematic entrance (branding wall 10 x 15 at least, entrance walkway etc)	1		7		
3	Multimedia (SMD 10 x 20)	1		7		
4	Multimedia (SMD side panels)	2		7		
5	Multimedia (Sound system)	1		7		
6	Media wall and other branding panels	1		7		
7	Digital standees	4		7		
8	Décor	1		7		
9	Full event coverage (photography and videography)	1		7		
11	Refreshments	150		7		
12	Firm logistics (travelling lodging etc)	Lumpsum				
	Total					

**\*List of tentative venues**

Event no	City	Potential Venue	Cost
1	Karachi	Hotel (Marriott, Pearl Continental, Avari, or equivalent)	
2	Karachi	University (Institute of Business Administration)	
3	Lahore	University (University of Engineering and Technology (UET LHR))	
4	Lahore	Hotel (Pearl Continental, Avari or equivalent)	
5	Peshawar	University (Institute of Management Sciences)	
6	Islamabad	Hotel (Serena, Marriott or equivalent)	
7	Islamabad	University (TBD)	
Total			

The list of venues is tentative and subject to confirmation from the host entities. CRCC is in coordination with the host entities.

**Detailed budget template for reusable branding materials**

S.no	Item	Units	Cost	Comments
1	Roll up standees	25		
3	Handouts (A5 size brochures)	1000		
4	Merchandise / Giveaways (Environment friendly)	500		Items to be proposed by the firm

<b>Detailed budget template for comms and marketing</b>	<table border="1"> <tr> <th>S.no</th> <th>Item</th> <th>Cost (Lumpsum)</th> <th>comments</th> </tr> <tr> <td>1</td> <td>Design of social media materials (posts, videos (long form and short form), animations, carousels, reels etc)</td> <td></td> <td>Deliverable quantities mentioned below</td> </tr> <tr> <td>2</td> <td>Execution of an extensive social media campaign for different platforms (including ads)</td> <td></td> <td>Deliverable quantities mentioned below</td> </tr> <tr> <td>3</td> <td>Digital design of branding materials (handouts, branding, media wall, standees and others)</td> <td></td> <td>As per CRCC's requirements</td> </tr> <tr> <td>4</td> <td>Media coverage (3-4 major News TV channels) Print media coverage (4-5 major English and Urdu Newspapers)</td> <td></td> <td></td> </tr> </table>				S.no	Item	Cost (Lumpsum)	comments	1	Design of social media materials (posts, videos (long form and short form), animations, carousels, reels etc)		Deliverable quantities mentioned below	2	Execution of an extensive social media campaign for different platforms (including ads)		Deliverable quantities mentioned below	3	Digital design of branding materials (handouts, branding, media wall, standees and others)		As per CRCC's requirements	4	Media coverage (3-4 major News TV channels) Print media coverage (4-5 major English and Urdu Newspapers)				
	S.no	Item	Cost (Lumpsum)	comments																						
	1	Design of social media materials (posts, videos (long form and short form), animations, carousels, reels etc)		Deliverable quantities mentioned below																						
	2	Execution of an extensive social media campaign for different platforms (including ads)		Deliverable quantities mentioned below																						
	3	Digital design of branding materials (handouts, branding, media wall, standees and others)		As per CRCC's requirements																						
	4	Media coverage (3-4 major News TV channels) Print media coverage (4-5 major English and Urdu Newspapers)																								
	<table border="1"> <tr> <th colspan="2">Climaventures comms</th> </tr> <tr> <th>Material Type</th> <th>Quantity (for each platform)</th> </tr> <tr> <td>Static posts</td> <td>20 -30</td> </tr> <tr> <td>Carousel posts</td> <td>10 -15</td> </tr> <tr> <td>Reels</td> <td>10 - 15</td> </tr> <tr> <td>Short videos</td> <td>8-10</td> </tr> <tr> <td>Stories</td> <td>10-15</td> </tr> <tr> <th colspan="2">Roadshow event comms (per event)</th> </tr> <tr> <td>Posts</td> <td>10- 15</td> </tr> <tr> <td>Reels</td> <td>10 - 15</td> </tr> <tr> <td>Stories</td> <td>10 - 15</td> </tr> </table>				Climaventures comms		Material Type	Quantity (for each platform)	Static posts	20 -30	Carousel posts	10 -15	Reels	10 - 15	Short videos	8-10	Stories	10-15	Roadshow event comms (per event)		Posts	10- 15	Reels	10 - 15	Stories	10 - 15
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<b>Applicable taxes</b>																										
Applicable taxes would be included in each payment as per law of land.																										
<b>Budget Flexibility, Venues and Contingency</b>																										
<p>All quantities provided in the financial template are estimates and may vary by approximately 15–20% depending on final requirements, venue constraints, and audience size. The quoted unit rates shall remain applicable for such variations.</p> <p>The venues listed above are tentative and subject to final confirmation. Any change in venue will be formally communicated in advance.</p>																										
<b>Total cost in PKR (Inclusive of taxes)</b>																										
_____ PKR																										



## **Section VI: Terms of Reference**

<b>Introduction of NRSP- CRCC</b>	<p>Established in 1991, the National Rural Support Programme (NRSP) is the largest Rural Support Programme in Pakistan in terms of outreach, staff, and development activities. It is a not-for-profit organization registered under Section 42 of the Companies Ordinance 1984.</p> <p>The mandate of NRSP is to alleviate poverty by harnessing people’s potential and undertaking development activities across Pakistan. It operates in 56 districts across all four provinces and Azad Jammu and Kashmir, through an extensive network of regional and field offices. NRSP currently works with more than half a million poor households, organized into over 115,000 community organizations. With sustained, incremental growth, NRSP has emerged as Pakistan’s leading engine for poverty reduction and rural development.</p> <p>The Climate Resourcing and Coordination Centre (CRCC) is a dedicated climate finance facility within NRSP. It is a pioneering platform focused on enabling climate-finance solutions that drive impactful climate action. With an emphasis on mobilizing resources for both public- and private-sector initiatives, CRCC plays a vital role in structuring financial instruments, facilitating access to international climate funds, and designing interventions that strengthen climate resilience and promote low-carbon development.</p>
<b>Background/context of assignment</b>	<p>Climaventures is a CRCC/NRSP initiative supporting Pakistan-based climate entrepreneurs. As a part of its initial roll out and outreach strategy, CRCC will deliver 7 roadshow events across major cities in Pakistan. The roadshow events are awareness and outreach events that introduce Climaventures, explain how it supports early-stage Pakistan-based climate entrepreneurs and sets out a step-by-step engagement pathway after the event.</p> <p>CRCC seeks an experienced Event Management Firm to plan, produce, and operate the roadshow and to execute the integrated marketing, and communications campaign for Climaventures. Working under CRCC direction the firm will provide end-to-end production and logistics, on-day operations, post event disseminations and comms campaign execution using CRCC’s content and brand guidelines.</p>

<b>Objective of the assignment</b>	<p>The overarching objectives of the assignment are to;</p> <ol style="list-style-type: none"><li>1. <b>Deliver high-quality roadshow</b>, end to end management and executions, adhering to an agreed format, and executed within approved budgets and timelines.</li><li>2. <b>Deliver a creative comms and outreach campaign</b>, design communication materials and effectively reach targeted audience through a coordinated multi-city communications rollout, leveraging social (LinkedIn, Facebook, Instagram, X/Twitter), print and electronic media.</li><li>3. <b>Provide professional event production and delivery</b>, encompassing stage, AV, branding, speaker support, and run-of-show management, with contingency plans for technical or scheduling risks.</li><li>4. <b>Capture usable media and performance data</b>, including consent-based photography and videography, short video clips, and aggregate attendance analytics, to feed into CRCC’s post-event communications, reporting, and learning outputs.</li><li>5. <b>Maintain consistent branding and messaging integrity</b> across all cities, aligned to Climaventures’ visual identity and guidelines.</li><li>6. <b>Coordinate effectively with CRCC</b>, synchronising logistics, creative, and outreach activities through weekly updates and end-of-phase reporting.</li></ol>															
<b>Location and Timelines</b>	<table><tr><th>Timeline</th><th>City</th><th># of Roadshow events</th></tr><tr><td>Week 1</td><td>Karachi</td><td>2</td></tr><tr><td>Week 2</td><td>Lahore</td><td>2</td></tr><tr><td>Week 3</td><td>Peshawar</td><td>1</td></tr><tr><td>Week 3</td><td>Islamabad</td><td>2</td></tr></table> <p><b>The tentative timeline for the roadshow events is 25<sup>th</sup> January 2026 to 15<sup>th</sup> February 2026.</b></p> <p><b>Total:</b> 7 roadshow events across 5 cities</p> <p><i>Exact venues and sequencing may be subject to change, to be timely communicated by CRCC in case of any changes in the schedule.</i></p>	Timeline	City	# of Roadshow events	Week 1	Karachi	2	Week 2	Lahore	2	Week 3	Peshawar	1	Week 3	Islamabad	2
Timeline	City	# of Roadshow events														
Week 1	Karachi	2														
Week 2	Lahore	2														
Week 3	Peshawar	1														
Week 3	Islamabad	2														

<b>Scope of work</b>	<p><b>1. Phase I – Climaventures Marketing and Pre-Roadshow Preparation</b></p> <p><b>1.1. Planning and Coordination</b></p> <p>1.1.1. Participate in kick-off and planning sessions with CRCC to finalize event theme comms design and outreach strategy, and coordination.</p> <p>1.1.2. Prepare a detailed master work plan and roadshow calendar with milestones.</p> <p>1.1.3. Conduct site assessments (where needed) and submit short venue readiness reports (layouts, lighting, display, sound and accessibility requirements).</p> <p>1.1.4. Attend (either in person or online) weekly coordination and update meetings with CRCC.</p> <p><b>1.2. Creative and Comms</b></p> <p>1.2.1. Execute a creative comms outreach campaign based on the strategic directions from CRCC.</p> <p>1.2.2. Create social media materials (posts, videos, carousels, reels, stories and others) based on CRCC provided messaging/directions.</p> <p>1.2.3. Execute a pre-approved social media campaign for different platforms (Facebook, Instagram, LinkedIn, Twitter), using CRCC’s key messaging and branding, including organic and paid boosts/ads.</p> <p>1.2.4. Draft and place media /press releases in 4 -5 leading English and Urdu newspapers.</p> <p>1.2.5. Provide weekly/bi-weekly analytics on engagement and reach.</p> <p><b>1.3. Production Planning</b></p> <p>1.3.1. For each venue, design venue floor plans, including stage placement, seating configuration where applicable, registration desk, media area, and accessibility routes.</p> <p>1.3.2. Produce and install approved branding materials (backdrops, standees, podium signage, name tags, directional signage etc).</p> <p>1.3.3. Prepare merchandising materials as approved by CRCC.</p> <p>1.3.4. Arrange all required technical equipment tailored to each venue (sound, microphones, SMD screens, lighting where needed, and others).</p> <p>1.3.5. For each venue, submit venue layout mock-ups and a basic event-day floor map for CRCC approval.</p> <p>1.3.6. Conduct AV tests prior to each event; provide technical staff for setup, operation, and troubleshooting.</p> <p>1.3.7. Ensure consistency with CRCC visual identity and branding strategy.</p> <p>1.3.8. Manage end-to-end logistics, including vendor coordination (printing, AV, décor, transport, and others), crew travel and accommodation (firm personnel only), and on-site supervision.</p> <p>1.3.9. Ensure compliance with venue security and accessibility requirements.</p> <p><b>2. Phase II – During Roadshow</b></p> <p><b>2.1. Event Operation, Technical and Production Management</b></p> <p>2.1.1. Lead complete on-site setup and event management for each city, including stage, branding, seating, registration, and refreshments.</p>
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	<p>2.1.2. Install and operate all technical systems during the event, Provide a technical support team on-site for immediate troubleshooting of audio/visual or power issues.</p> <p>2.1.3. Provide and manage catering during the event for the specified number of people.</p> <p>2.1.4. Maintain discretion and professional event conduct in alignment with CRCC brand values and gender-sensitive practices</p> <p><b>2.2. Roadshow Media Coverage</b></p> <p>2.2.1. Capture high-quality photo and video coverage for CRCC media and reporting purposes including wide shots, speaker frames, audience interaction, testimonials.</p> <p>2.2.2. Manage on-site media presence and facilitate interviews for approved spokespersons.</p> <p>2.2.3. Coordinate live social media updates (stories, posts etc) from CRCC channels.</p> <p>2.2.4. Ensure proper co-branding and visibility across all physical and digital materials (stage, slides, backdrops, handouts, and others).</p> <p><b>3. Phase III – Post Roadshow</b></p> <p><b>3.1. Documentation and Reporting</b></p> <p>3.1.1. Manage removal and safe return or disposal of materials post-event.</p> <p>3.1.2. Share an attendance (in Excel format) &amp; Registration dataset for each event.</p> <p>3.1.3. Provide a comms performance summary, social metrics (impressions, reach, clicks), media pickup, and a brief narrative on what drove engagement.</p> <p><b>3.2. Media and creative handover and broadcasting</b></p> <p>3.2.1. Deliver all raw media assets (photos/video) plus at least 100 edited photos and 2 edited videos per event, with filenames organised by city/date.</p> <p>3.2.2. Supply final design source files (editable) for any event collateral produced (posters, slides, screen graphics, signage and others).</p> <p>3.2.3. Disseminate press releases or news briefs (approved by CRCC) for dissemination through leading print and electronic media outlets in each city.</p> <p>3.2.4. Compile a broadcast &amp; press coverage report summarising all placements, links, airtime slots, screenshots, and estimated reach figures.</p>
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Detailed work/deliverables	Deliverable No.	Deliverable Description	Timeline
	1	<b>Detailed Work plan Report:</b> Comprehensive master work plan and roadshow calendar with milestones, deliverable tracking, and city sequencing. Includes risk mitigation plan and team deployment schedule.	5 days after contract signing
	2	<b>Approved Creative Designs:</b> Submission and approval of final designs for all communication materials including social media posts, print media layouts, branding collaterals and others	10 days after contract signing
	3	<b>Successful Execution of Roadshow:</b> End-to-end management and delivery of all seven (7) roadshow events across five cities.	As per final event calendar.
	4	<b>Execution of Outreach Campaign:</b> Successful rollout of the pre-approved multi-platform media campaign (social, print, and electronic media), with documented analytics and engagement reports.	On going
	5	<b>Broadcasting and Handover:</b> Submission of all raw and edited media assets, press and broadcast coverage reports, final attendance data, comms performance summary, and post-event documentation.	Within 10 days after completion of the final roadshow.
Payment schedule/Terms	<p>Tentative payment structure for the assignment is given below</p> <ul style="list-style-type: none"> <li>• 25% of the total assignment cost as mobilisation fee after the approval of Deliverable 1 and 2</li> <li>• 25 % of the total assignment cost after the successful execution of 4 roadshow events. (Deliverable 3)</li> <li>• 25 % of the total assignment cost after the successful execution of remaining 3 roadshow events. (Deliverable 3)</li> <li>• 25% of the total cost after the completion of deliverable 4 and 5.</li> </ul>		

## **Section VII: Declaration of Eligibility & Litigation Checklist**

## DECLARATION OF ELIGIBILITY

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

In the response to your RFP No. RQ-2376, I/We, the undersigned, hereby declare that:

- Our bid is valid for a period of 60 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 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 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, FCDO, 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 Organizations/consultant/firms on Legal Compliance

	LIKELIHOOD	Yes	NO	write "NA" (if not applied)
1	Does organization/firm regularly file the company's financial statements with regulator			
2	Does organization/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 organization 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 organization/firm/organization for non-compliance in last 24 months			
8	Number of instances reported during last one year negatively impacting firms/organization 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	organization/firm have any activity that do not have strong link with organization objectives and mission statement?			
12	Any reported incidence during last 24 months on mismanagement of funds, including embezzlement or misuse of funds.			
13	Any reported incidence during last 24 months on GBV/SEA/SH, including misconduct or conflict of interest.			
14	Developing and enforcing a code of conduct at all levels to establish ethical standards and guidelines for staff			

Full official Name: \_\_\_\_\_

CNIC No: \_\_\_\_\_

Name of Company: \_\_\_\_\_

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

Company Stamp: \_\_\_\_\_

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

**Code of Conduct and Ethics**  
(Non-Employee, consultants, consultant/firms and third parties)

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

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

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

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

1. Will serve NRSP with integrity, competence, objectivity, independence and professionalism.
2. Will only accept agreements that they are competent to perform; and will only assign staff or engage colleagues with knowledge and expertise relevant to the agreement.
3. Before accepting any agreement will establish with NRSP realistic expectations of the objectives, scope, expected benefits, work plan and fee structure of the agreement.
4. Will treat all confidential NRSP information appropriately; will take reasonable steps to prevent access to confidential information by unauthorized people and will not take advantage of proprietary or privileged information, for use by them or others, without the NRSP's permission.
5. Will avoid conflicts of interest, or the appearance of such, and will disclose to NRSP immediately any circumstances or interests that they believe may influence their work, judgment or objectivity.
6. Will not contact NRSP during the any pre-solicitation or evaluation phase in which participated, unless NRSP contact for any information.
7. Will offer to withdraw from agreement when they believe their objectivity or integrity may be impaired.
8. Will inform NRSP immediately if there is any change in contact person, email, address, directors, release of any of his/her employee or any such information which could be necessary for NRSP record.
9. Will represent the profession with integrity and professionalism in their relations with NRSP, colleagues and the general public.
10. Will report to appropriate authorities within or external to NRSP organization any occurrences of malfeasance, dangerous behavior or illegal activities discovered during the course of an agreement.
11. Will not offer commissions, gift, bribe, remuneration, or other benefits from himself or from a third party in connection with any agreement to NRSP, and will disclose in advance any financial interests.
12. Will promote adherence to the Code of Conduct and Ethics by all other staff working on their behalf.
13. Strive to treat all persons of NRSP with respect and courtesy in accordance with applicable international and national conventions and standards of behavior;
14. Never intentionally commit any act or omission that could result in physical, sexual or psychological harm to the beneficiaries we serve, or to their fellow workers;
15. Not condone or intentionally participate in corrupt activities or illegal activities. While respecting and adhering to these broader frameworks of behavior,
16. Shall not harass, discriminate, or retaliate against any other consultant/firms or any member of society.
17. Shall make themselves available and fully participate in all administrative inquiries with completely honesty.
18. No NRSP employees shall solicit anything of value from a citizen or business for services that the NRSP is expected to provide.
19. Shall not remove NRSP property from its assigned place for personal use. Defacing or destroying NRSP property is vandalism and shall be dealt strictly.
20. Will not permit considerations of race, gender, nationality, religion, politics, sexual orientation or social status to influence professional behavior or advice.
21. Will be respectful of those whose wellbeing may be contingent. Will diligently apply objective judgment to all consulting agreements, based on the best information available. Will conduct

independent research and analysis where possible, and will consult with colleagues and others who can help inform the judgment.

22. Will not use any services, goods, materials, technology and/or equipment provided by or paid for by NRSP for illegal, inappropriate, or otherwise disruptive activities, or in support of such activities.
23. Shall not place or display non-official notices in NRSP premises without prior written approval from the appropriate authority.
24. Shall not possess unauthorized weapons, illegal drugs, or alcohol on NRSP premises.
25. Shall strictly follow the NRSP's workplace policies while on any NRSP premises.
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 consultant/firms etc. Breach of this Code or any requirements mentioned in these Rules will result in disciplinary action and may lead up to cancellation of work order/registration including legal action or other appropriate disciplinary actions.

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

#### **Policy**

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

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