

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

# **Hiring Consultant for the finalization of Complete Concept Note & Proposal for Green Climate Fund**

RFP Reference #RQ-1868

Date of Issue: October 01, 2024

## Newspaper Advertisement



National Rural Support Programme

Request for Proposals

National Rural Support Programme (NRSP) invites the Individual Consultants to submit the proposals for the finalization of Complete Concept Note & Proposal for Green Climate Fund.

Details and terms & conditions are in the request for proposal (RFP) documents which can be downloaded free of cost from NRSP website <http://www.nrsp.org.pk/tenders/>. The deadline for submission of proposals is **October 16, 2024 till 15:00 hrs** local time to the undersigned office. NRSP reserve the right to accept or reject any/all bids without any reason thereof or funding constrains.

National Rural Support Programme, #7, Sunrise Avenue, Park Road, near COMSATS University, Chak Shehzad, Islamabad, Pakistan. Email: [\*\*procurement@nrsp.org.pk\*\*](mailto:procurement@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 individual consultants following the Newspaper advertisement. 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 consultants 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 consultants 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 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 consultants 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 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: October 01, 2024

Dear Madam/Sir,

NRSP would like to invite proposals (“proposals”) from individual consultants to submit a proposal in accordance to the RFP “Ref:RQ-1868” 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

Consultants should be aware that late proposals after deadline will not be accepted under any circumstances and will be returned unopened to the consultant(s). Electronic proposals *shall not* be accepted. Last date for submission of proposal is **October 16, 2024 till 15:00hrs** to the below mentioned address in sealed envelope.

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: [procurement@nrsp.org.pk](mailto:procurement@nrsp.org.pk)

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

<b>Introduction</b>	<p>Individual Consultants shall adhere to all the requirements of this RFP, including any amendments made in writing by NRSP. This RFP is issued in accordance with the Hiring Consultant for the finalization of Complete Concept Note &amp; Proposal for Green Climate Fund and as per NRSP procurement policies and procedures. Consultants are invited to submit a technical 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 consultant, upon notice to the consultants or publication of cancelation notice on NRSP website.</p>
<b>Code of conduct, fraud, corruption, AML/CFT</b>	All consultants must read the NRSP's code of conduct, fraud, corruption and AML/CFT policy attached with this RFP as Annexure VII and ensure the compliance of all clauses in their activities and operations.
<b>Conflict of Interest</b>	<p>A consultant is under an obligation to disclose any situation of actual, potential or perceived conflict of interest that impacts, may impact, or might reasonably appear to be perceived by others to impact, their capacity to serve the best interest of the NRSP.</p> <p>NRSP requires every prospective consultant 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>Consultants 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 consultants 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>	Not Applicable
<b>Applicable taxes</b>	All national taxes will be applicable as per the law of land. Applicable tax would be deducted from each payment as per prevailing law.
<b>Only one proposal</b>	Consultant shall submit only one proposal as an Individual Consultant. If a consultant participates in more than one proposal, all such proposals shall be disqualified.
<b>Validity of proposal</b>	Proposal shall remain valid for 60 working days from the deadline for the submission of the proposal.

<b>Method of submission</b>	<p>The technical proposal shall be placed in a sealed envelope clearly marked “technical proposal”. Similarly, the financial proposal shall be placed in a separate sealed envelope clearly marked “financial proposal”. Each envelope shall bear the name and address of the NRSP as stated in the RFP, the name and address of the consultant (in case they may have to be returned unopened), and the name and reference number of the assignment.</p> <p>The two envelopes containing the Technical Proposal and the Financial Proposal shall then be placed into one outer envelope and securely sealed to prevent premature opening. This outer envelope shall bear the submission address, name and address of the Consultant, name of the assignment and its reference number.</p>
<b>Deadline for the submission of Proposals</b>	October 16, 2024 till 15:00 hrs
<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:proposals@nrsp.org.pk">proposals@nrsp.org.pk</a> with cc to <a href="mailto:procurement@nrsp.org.pk">procurement@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>	Requests for clarification/queries from consultant will not be accepted after the date/time given in the TORs.
<b>Deadline for replies to the queries</b>	Responses to queries will be communicated to consultants via email.
<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 consultant.
<b>Pre proposal Meeting</b>	Not Applicable
<b>Proposal opening</b>	NRSP internal committee will open the submitted proposals
<b>Confidentiality</b>	Information relating to the evaluation of proposals and recommendations of contract award shall not be disclosed to consultants or any other persons not officially concerned with the process, until the publication of the award of contract. Any attempt or effort by a consultant to influence the client in the examination, evaluation, and ranking of proposals or contract award decisions may result in the rejection of its proposal.
<b>Evaluation of technical proposal</b>	NRSP’s technical evaluation committee (TEC) shall evaluate the technical proposals on the basis of their responsiveness to the terms of reference, applying the evaluation criteria, and sub-criteria. Each responsive proposal will be given a technical score. A proposal may be rejected at this stage if it does not respond to the RFP or if it fails to achieve the minimum technical score 70% in sub criteria indicated in the RFP.
<b>Evaluation of Financial proposal</b>	<p>Financial proposal should be evaluated using one of the following methods already mentioned in RFP</p> <p>LCS (Least Cost Selection) the client will select the lowest priced proposal among those that passed the minimum technical score.</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, NRSP shall notify the unsuccessful consultants. After the time given for recording the grievances, if any, NRSP shall notify the notice of intent to award to the successful consultant. The notice of intent to award shall include a statement that NRSP shall issue a formal notification of award and draft contract agreement after expiration of the period for filing a protest and the resolution of any protest that are submitted. Delivery of the notice of intent to award shall not constitute the formation of a contract between NRSP and the successful consultant and no legal or equitable rights will be created through the delivery of the notice of intent to award. At the same time, when NRSP issues the notice of intent to award, NRSP shall also notify, in writing, all other consultant of the results of the selection process. NRSP shall promptly respond in writing to any unsuccessful consultant who, after receiving notification of the selection results, makes a written request for a debriefing or submits a protest.
<b>Invitation to Negotiation and proceedings</b>	Not Applicable.
<b>Notice of Contract Award</b>	NRSP shall issue the notice of award to the successful consultant and sign the contract.
<b>Return of unopened financial Proposals</b>	Not Applicable
<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 15-20 days. The consultants 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 consultants</b>	As per Annex -A
<b>Legal status</b>	Not Applicable
<b>Official Address</b>	Consultant must clearly indicate its official address (physical address, not post box number), contact numbers and official email address
<b>Financial criteria</b>	Not Applicable
<b>Litigation criteria</b>	Not Applicable
<b>Evaluation Criteria for Technical Proposal</b>	As per Annex - A
<b>Evaluation Method</b>	The minimum score required for technical proposal is 70%. If none of the proposals reach or exceed the minimum technical score specified NRSP reserves the right to invite the consultant receiving the highest technical score (Ts) to negotiate its technical proposals (or otherwise as decided by the evaluation committee). If the negotiations fail to result in an acceptable contract within a reasonable time, NRSP reserves the right to terminate the negotiations or to invite again the consultants receiving the next highest technical score or go for re-advertisement.

## **Section IV: Technical Proposal**

(Technical proposal to be submitted as per requirement mentioned in Selection Criteria and Scoring Annex - A)

## **Section V: Financial Proposal**

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

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

# Terms of References: Hiring Consultant for the finalisation of Complete Concept Note & Proposal for Green Climate Fund

## Section-1: Basics about the assignment

### Objective:

To finalize a new Concept Note and complete Proposal of NRSP (National Rural Support Programme) on Biochar, for submission to GCF (Green Climate Fund).

### Duty Station:

Islamabad, Pakistan

### Starting Date:

October 22<sup>nd</sup>, 2024 (tentative)

## Section-2: Background

The Green Climate Fund (GCF) – a critical element of the historic Paris Agreement - is the world’s largest climate fund, mandated to support developing countries raise and realize their Nationally Determined Contributions (NDC) ambitions towards low-emissions, climate-resilient pathways. GCF operates through a network of over 200 Accredited Entities and delivery partners who work directly with developing countries for project design and implementation.

After accreditation from Green Climate Fund (GCF), NRSP has started discussion with the Ministry of Climate Change-MoCC (which is also acting as the National Designated Authority-NDA in Pakistan) on prioritization of focused areas/ideas for the development of concept notes and proposals to access GCF funding. One of the project ideas was on “Biochar” which is a charcoal-like product made from biomass waste, such as wood or agricultural waste, paper mill waste, or other biological residues. Biochar is the lightweight black residue, consisting of carbon and ashes, remaining after the pyrolysis of biomass, and is a form of charcoal. Biochar is defined by the International Biochar Initiative as the "solid material obtained from the thermochemical conversion of biomass in an oxygen-limited environment. In order to materialized this innovative approach towards addressing climate change issues being faced by various parts of the country, a step is being taken to start work on the concept note and proposal for GCF. In order to develop a good and winning concept note and proposal idea, NRSP intends to issue these TORs and will seek for application from experts. Only one expert will be hired to complete this assignment.

## Section-3: Scope of work

Following is the scope of work for engagement of consultant for the finalisation of the Concept Note and proposal for GCF:

1. Desk review exercise for reviewing analysing work done in the past and available data/ information/ studies/ pilots done in the past
2. Write/finalize the concept note and proposal along with the supporting documents (Theory of Change, Log-frame, Stakeholder consultation reports, ESS Screening, Financial and Economic Analysis) as per GCF formats
3. Recommend appropriate target area for this project (keeping in view the project components) and include reliable science data on climate change explaining a clear statement of problem, causes and history of climate changes in reference to the target area; and further propose appropriate components and micro-level activities



4. Participate and lead consultation meetings and presentations to be organized with stakeholders including Experts, Development Organizations, MoCC/NDA, GCF, Government representatives, NRSP and other stakeholders
5. Participate in weekly review meetings with NRSP
6. Address further comments on the Concept Note and complete proposal to be received from GCF, until it is approved by GCF for further steps
7. Presentations (multiple times) of concept note and proposal to NRSP's Management, NDA/ MoCC, GCF etc

## Section-4: Key outcomes and activities

Sr #	Key Outcomes	Key activities
1	Preparatory and planning meetings between National Rural Support Programme (NRSP) and Consultant	<ul style="list-style-type: none"> <li>• Discussion on GCF/MoCC expectations on the assignment</li> <li>• Discussion on timeframe for task accomplishment and other related matters</li> <li>• Input/feedback from the Consultant on TORs</li> </ul>
2	Development of Concept Note and complete proposal document as per GCF formats	<i>As per Scope of work, discussed above</i>
3	Submission of draft and then final documents after feedback and required changes suggested by NRSP/GCF/NDA	<ul style="list-style-type: none"> <li>• Coordination, discussions and meetings</li> </ul>

## Section-5: Timeframe

Total time frame of this assignment is 20 working days, spread over 1 month and 10 days (40 days). Contract signing date between consultant and NRSP will be considered as start date of this assignment. Moreover, if needed consultant can approach NRSP for any no cost extension; which will be discussed by the both parties and after mutual understanding no cost extension may or may not be granted.

## Section-6: Budget and payments

A total of PKR 2,000,000 will be paid to the Consultant which includes all applicable government taxes. The payments will be made via three instalments.

- 20% of the agreed total amount (1<sup>st</sup> instalment) will be paid after submission of the feedback on TORs and 1<sup>st</sup> meeting done with NRSP's management/ Coordinator
- 40% of the agreed total amount (2<sup>nd</sup> instalment) will be paid after submission of the complete concept note document
- 40% of the agreed total amount (3<sup>rd</sup> instalment) will be paid after submission of the final complete proposal document along with the all the required supporting documents (as per GCF guidelines)

## Section-7: Logistics

The Consultant will be contracted by the National Rural Support Programme (NRSP) and assignment will be facilitated by the Project Coordinator (to whom the Consultant will coordinate directly). All work will be done in Islamabad Pakistan; however, if needed field visit(s) and meetings/ consultations will be arranged and financed by NRSP.

## Section-8: Applicability of NRSP's Organizational Rules on the selected Individual/ consultant

NRSP's organizational standard rules, regulations and policies related to Anti Money Laundering and Combatting Terrorist Financing, Environment Compliance, Child Labour, Anti Sexual Harassment, Anti-Fraud Policy etc will be applicable to the individual and this will be made part of the agreement to be signed between NRSP and the individual consultant.

Moreover, by applying to this assignment, applicant will agree to (i) any decision to be made by NRSP regarding the selection, shortlisting and hiring of consultant/ individual and (ii) will agree to NRSP if the RFP (this assignment) is terminated due to any reasons; before or after signing of contract with the individual consultant.

## Section-9: Instructions

- Only individual consultants may apply
- Registration with FBR and being an active FBR filer is highly recommended for applicants applying for this assignment; as there are tax implications. It is important to note that tax deductions are high for non-FBR registered and non-active FBR filers.
- All required information under MoVs (Section-5) is mandatory for the individuals to provide along with the proposal
- No CV or detailed profile is required, just share what is asked as MoVs (Section-5), in sequence accordingly to the serial numbers mentioned in MoVs column. Name these serial numbers as Annexure\_1, Annexure 2 and so on (in order to properly organize the documents). This will be considered as proposal from the applicant
- Make sure to provide all the required information, though any missing information might be asked from the applicant once only (2 working days deadline will be given); afterwards applicant's proposal will be considered as un-eligible (if no information is provided); or otherwise as decided by the proposal's evaluation committee
- NRSP will not be responsible for any cost incurred by the applicant for applying to this assignment
- Due to any difficult circumstances, NRSP may terminate the TORs or Agreement signed with the applicant. In case of agreement cancelation, after mutual discussions/ agreements remaining payments according to the work done will be paid to the applicant
- Applicants can reach out NRSP on [proposals@nrsp.org.pk](mailto:proposals@nrsp.org.pk) for any queries until 3 days before the deadline; no queries will be answered afterwards
- Applying to this proposal means applicant will agree to all requirements/ instructions mentioned in this TORs/RFP/RFA

## **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-1868 I/We, the undersigned, hereby declare that:

- Our bid is valid for a period of 60 days from the last date for the submission.
- I/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.
- I/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.
- I/We are not bankrupt or being wound up, are having our affairs administered by the courts, have not the subject of proceedings concerning those matters, or are in any analogous arising from the procedure provided for in national legislation or regulations.
- I/We have not been convicted of an offence concerning professional conduct by any judgment.
- I/We have not been guilty of grave professional misconduct proven by any means which the NRSP can justify.
- I/We have fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with legal provision the country in which we are established or with those of the country where the contract is to be performed.
- Have no relation, direct or indirect, with proscribed individual/entities/political exposed person/s or terrorists organizations.
- Not or never prosecuted under Schedule 4 of the proscribed persons under NACTA for AML/CFT.
- We have not been the subject of the judgment for any fraud, corruption, involvement in criminal/terrorist organization or any other illegal activity detrimental to Pakistani Law.
- I/We as sole proprietorship, authorized dealers, Association of Persons (AOP), partnership firms, private or public limited companies or other do not have any kind of relationship with the NRSP Staff; and if later my this statement is not found in conformity with reality i.e. relationship is found, I would stand liable to NRSP as per the rules mentioned in the tender documents.
- Are not guilty of serious misinterpretation in supplying information.
- Are not in situations of conflict of interest (with prior relationship to project or family or business relationship to parties in NRSP).
- Have no relation, direct or indirect, with any terrorist or banned organizations.
- Are not blacklisted by any Local/International organization, PPAR, SPPRA, Government/semi Government department, NGO or any other company/organization.
- Have no relation, direct or indirect, with proscribed individual/entities/political expose person(s).
- Are not on any list of sanctioned parties issued by the Pakistan Government, DIFD, USAID, UN agencies, UNSCR, NACTA, European Union and others.
- Have not been reported for/under litigation for child abuse.

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

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

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

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

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

**(Should be attested by Notary Public)**

## Checklist for Consultants on Legal Compliance

	LIKELIHOOD	Yes	NO	write "NA" (if not applied)
1	Does consultants regularly file the company's financial statements with regulator			
2	Does consultants 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 consultant submit tax returns on regular basis?			
5	The board reviews and progress reports submitted to regulators and/or donors?			
6	Does the senior management and the board ensure that all activities are in compliance with the requirements of the regulator and/or donor?			
7	Does any penalty imposed by regulator on consultants/consultant for non compliance in last 24 months			
8	Number of instances reported during last one year negatively impacting firms/consultant reputation			
9	Regular filing of financial statements to donor/ partner and regulator? During last 24 months			
10	Non acceptance of claim by donor during last 12 months due to various discrepancies			
11	consultants 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: \_\_\_\_\_

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

## Annex - A

### Selection Criteria and Scoring

Indicators	Scores	Means of Verification	Remarks
Master or PhD in topics related to Environment, Agriculture and/ or Climate Change (from a recognized national and/ or international university)	1. Master Degree: 15 2. Individual having PhD in relevant subject will get extra scores: 3  <i>(subtotal score = 18)</i>	1. Copy of Degrees	>>NRSP may approach relevant institution for degree verification >>Relevant degree means on environment, agriculture and/ or climate change
Atleast 7 years of working experience on designing development projects	3. 7 Years of relevant experience: 20 4. Professional/ Individual having more than 7 Years of relevant experience will get additional scores: 3 5. If evaluator is fully satisfied with the 1 required sample of complete proposal: 20 6. If evaluator is fully satisfied with the 1 sample of complete proposal developed on climate change related topics: 20  <i>(subtotal score = 64)</i>	2. Proof of 7 years (or more) of working experience in the shape of agreements signed, certificates, letters, list of assignments etc 3. Soft copy of 1 complete proposal developed including methodology, logframe, ToC, budget etc 4. Soft copy of 1 complete proposal developed on climate change related topic; including methodology, logframe, ToC, budget etc (this is in addition to serial#3 above)	>>This information is required for the work done by the Individual applying for assignment >>NRSP may verify the information from various sources >>Language, English writing skills and structure of shared sample documents will also be reviewed and scored accordingly
Experience of working on designing any GCF concept note or proposal	7. Developed atleast one concept note or proposal on GCF format  <i>(subtotal score = 9)</i>	5. Soft copy of 1 complete proposal or concept note developed for GCF 6. Agreements signed with client for whom the proposal/ concept note was developed	>> NRSP may verify the information, if needed
Conducted any research/ study on climate change, agriculture, biochar, biomass and other related topics	8. Atleast one research/ study (either conducted as part of professional or academic career)  <i>(subtotal score = 9)</i>	7. Soft copy of article, research/study report	>> NRSP may verify the information, if needed
<b>Total</b>	<b>100</b>		

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

## Code of Conduct and Ethics

(Non-Employee, consultants and third parties)

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

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

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

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 consultants or any member of society.
17. Shall make themselves available and fully participate in all administrative inquiries with completely honesty.
18. No NRSP employees shall solicit anything of value from a citizen or business for services that the NRSP is expected to provide.
19. Shall not remove NRSP property from its assigned place for personal use. Defacing or destroying NRSP property is vandalism and shall be dealt strictly.
20. Will not permit considerations of race, gender, nationality, religion, politics, sexual orientation or social status to influence professional behavior or advice.
21. Will be respectful of those whose wellbeing may be contingent. Will diligently apply objective judgment to all consulting agreements, based on the best information available. Will conduct independent research and analysis where possible, and will consult with colleagues and others who can help inform the judgment.
22. Will not use any services, goods, materials, technology and/or equipment provided by or paid for by NRSP for illegal, inappropriate, or otherwise disruptive activities, or in support of such activities.
23. Shall not place or display non-official notices in NRSP premises without prior written approval from the appropriate authority.
24. Shall not possess unauthorized weapons, illegal drugs, or alcohol on NRSP premises.
25. Shall strictly follow the NRSP's workplace policies while on any NRSP premises.

This Code of conduct is not exhaustive and may not anticipate every situation which may morally, ethically, professionally, legally compromise the employees or NRSP interests. In this regard NRSP expects to use sound judgment. However, compliance with this Code is a mandatory obligation owed by all consultants, third party consultants 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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