



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

# **Hiring of firm/individual consultant to develop Lending and Blending Guidelines for National Rural Support Programme (NRSP)**

RFP Reference #RQ-1995 Rev 1.0

Date of Issue: 12<sup>th</sup> Feb, 2025

## Newspaper Advertisement

 National Rural Support Programme	<h1>CORRIGENDUM</h1>
<p>Refer to the Request for Proposal invitation appeared on Feb 12, 2025 in the newspapers for “hiring of firm/individual consultant to develop lending and blending guidelines for NRSP” and “hiring the individual consultant to finalize a new concept note of NRSP on efficient water management”, last date for submission of proposals is extended till <b>March 07, 2025 till 11:00pm.</b></p> <p>All other terms &amp; conditions will remain same. NRSP reserves the right to accept or reject any/all proposals without any reason thereof or funding constrains at any stage.</p>	
<p><b>NRSP Procurement Section, IRM Complex, Park Road, Near Comsats University, Islamabad. Email: <a href="mailto:procurement@nrsp.org.pk">procurement@nrsp.org.pk</a></b></p>	

Published on 28<sup>th</sup> Feb, 2025 in daily the News and daily the Dawn

 National Rural Support Programme	<h1>REQUEST FOR PROPOSALS</h1>
<p>National Rural Support Programme (NRSP) invites the Firms/Individual Consultants to submit the proposals to develop Lending and Blending Guidelines for National Rural Support Programme (NRSP).</p> <p>Details and terms &amp; conditions are in the request for proposals (RFP) documents which can be downloaded free of cost from NRSP's website <a href="http://www.nrsp.org.pk/tenders/">http://www.nrsp.org.pk/tenders/</a>. The deadline for submission of proposals is <b>February 26, 2025 till 15:00 hrs</b> local time to the undersigned office. NRSP reserve the right to accept or reject any/all proposals without any reason thereof or funding constrains.</p>	
<p><b>National Rural Support Programme, #7, Sunrise Avenue, Park Road, near COMSATS University, Chak Shehzad, Islamabad, Pakistan. Email: <a href="mailto:procurement@nrsp.org.pk">procurement@nrsp.org.pk</a></b></p>	

Published on 12<sup>th</sup> Feb, 2025 in daily the News and daily the Dawn

## PART 1 – PROPOSAL AND SELECTION PROCEDURES

<b>Section I: Letter of Invitation (LOI) Requesting Proposals</b>	This letter is addressed to firms/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 firms/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 NRSP 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: 12<sup>th</sup> Feb, 2025

Dear Madam/Sir,

NRSP would like to invite Firms/Individual Consultants to submit a proposal in accordance to the RFP "Ref:RQ-1995" for the provision of services as described in the title/RFP/TORs.

The RFP includes the following sections:

	Part 1 – Proposal and Selection Procedures
Section I	Letter of Invitation Requesting Proposals (LOI)
Section II	Instructions to Firms/Consultants
Section III	Eligibility and Evaluation Criteria
Section IV	Technical Proposal
Section V	Financial Proposal Forms
Section VI	Terms of Reference

Part 2 – Conditions of Contract and Contract Forms

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

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 **7<sup>th</sup> March, 2025 till 11:00am** 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>Firms/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 of Consultant for the finalization of Lending and Blending Guidelines and as per NRSP procurement policies and procedures. Firms/Consultants are invited to submit a technical and 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 consultant, upon notice to the consultants or publication of cancellation notice on NRSP website.</p>
<b>Code of conduct, fraud, corruption, AML/CFT</b>	All firms/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 firm/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>Firms/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 firms/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>	Firm/Consultant shall submit only one proposal. If a consultant/firm participates/ submits more than one proposal, all such proposals/ applicants 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>	<b>27<sup>th</sup> March, 2025 till 11:00am</b>
<b>Contact persons for correspondence, notifications, Clarification and queries</b>	For any queries or clarification regarding RFP, kindly send your queries to the following email address: 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> 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.
<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 firms/consultants via email within 2 days after deadline of submission of queries.
<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 committee will open the submitted proposals in the presence of firms/consultants (who may be able to participate). Initially technical proposal shall be opened on 7 <sup>th</sup> March, 2025 at 11:30am. Date and time of financial opening will be communicated later.
<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 <b>70%</b> in sub criteria indicated in the RFP.
<b>Evaluation of Financial proposal</b>	Cost of Financial Proposal may not exceed the upper limit specified in the RFP.
<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/firms. After the time given for recording the grievances, if any, NRSP shall notify the notice of intent to award to the successful consultant/firm. The notice of intent to award shall include a statement that NRSP shall issue a formal notification of award and draft contract agreement after expiration of the period for filing a protest and the resolution of any protest that are submitted. Delivery of the notice of intent to award shall not constitute the formation of a contract between NRSP and the successful consultant/firm 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 consultants/firms of the results of the selection process. NRSP shall promptly respond in writing to any unsuccessful consultant/firm 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/firm and sign the contract.
<b>Return of unopened financial Proposals</b>	Financial proposals of technically rejected individual consultants/firms would be returned un-opened.
<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/firms are 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>	Firm/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 firm/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/firms 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 (if any). Total cost of the financial proposal should not exceed the available budget specified in RFP
<b>Detailed budget (breakdown of budget by activity)</b>	Not Applicable
<b>Maximum Budget</b>	The maximum budget for this assignment is Rs.3,100,000/- with all applicable taxes.
<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 of Firm/Individual Consultant for the finalisation of Lending and Blending Guidelines for NRSP

## Section-1: Basics about the assignment

### Objective:

To finalize the Lending and Blending Guidelines for NRSP (National Rural Support Programme)

### Duty Station:

Islamabad, Pakistan

### Starting Date:

3<sup>rd</sup> week of March, 2025

## Section-2: Background

National Rural Support Programme (NRSP) intends to hire the services of firm/individual consultant to develop Complaint Management and Investigation Guidelines System for the Organization. This step is being taken by the organization keeping in view the suggestions and recommendations from the NRSP's donors (including donors/ organizations who carried out institutional assessments of NRSP including UN agencies, Green Climate Fund, EU etc), Partner Organizations, Experts, Management and feedback from other Professionals/ Consultants working directly or in-directly with NRSP.

NRSP is one of the largest microfinance institutions working across Pakistan and is managing development funds of various national and international agencies including UN, World Bank, EU, USAID, Kfw, Acumen, Government of Pakistan, Commercial Banks etc; as partners, donors and financiers. Various Organizations (including GCF) suggested NRSP to have its own lending and blending guidelines/ policies in order to maintain national and international standards on fund management. In order to do so, GCF has allocated technical and financial resources for NRSP under the readiness grant project. These TORs have been developed in order to hire an experienced firm/ individual consultant who may help NRSP develop its lending and blending guidelines; meeting the organizational and other standard requirements.

## Section-3: Scope of work

Sr#	Deliverables	Key activities	Estimated time
1	Consultant and NRSP are on one page and agreed to start work on the assignment. Consultant will be sharing day to day Work Plan with NRSP for the complete assignment.	<ul style="list-style-type: none"> <li>Meetings between Consultant and NRSP on ToRs of the assignment</li> <li>Sharing of standard guidelines from GCF on lending and blending</li> </ul>	
2	Meeting between consultant and NRSP's Management. Sharing of GCF guidelines with the consultant	<ul style="list-style-type: none"> <li>Reviewing the existing documents, guidelines, policies etc</li> </ul>	2 Days
3	Consultant to carry-out the stakeholder's consultation meeting/ workshop with NRSP's management and relevant Professional staff	<ul style="list-style-type: none"> <li>Lead, facilitate and carry out the consultation during the meeting/ workshop</li> <li>Documentation of feedback received from workshop participants</li> </ul>	3 days



Sr#	Deliverables	Key activities	Estimated time
		<ul style="list-style-type: none"> <li>Preparation of a short workshop/ meeting report by the consultant (soft copy to be shared with NRSP)</li> </ul>	
4	Consultant to share 1 <sup>st</sup> draft of the table of contents (soft copy) for Lending and Blending Guidelines document	<ul style="list-style-type: none"> <li>Meetings of Consultant with relevant professionals of NRSP for discussion on table of contents</li> <li>Desk review exercise for the collection of information from primary and secondary sources</li> </ul>	6 Days
5	Finalization of first draft of the document on Lending and Blending Guidelines of NRSP (Soft copies of the above documents to be shared with NRSP)	<ul style="list-style-type: none"> <li>Desk reviews exercises and collection of information from secondary and primary resources</li> <li>Consideration of all GCF guidelines when finalizing this document</li> <li>Exchange of any formats like contents, guidelines/feedback/recommendations from donor/ GCF</li> <li>One to one meeting with GCF (only if needed)</li> <li>Incorporation of feedback received from workshop/ meeting participants (professionals and management)</li> <li>Sharing the 1<sup>st</sup> version of document with NRSP</li> </ul>	25 days
6	Presentation of document during an online workshop to be organized for NRSP's Professional staff and management. (Soft copy of presentation to be shared with NRSP, before the event)	<ul style="list-style-type: none"> <li>Preparation of presentations by the consultant</li> <li>Feedback of NRSP on the presentations</li> <li>Recording feedback of participants during the workshop and incorporation of feedback into the final document</li> <li>Preparation of a short workshop/ meeting report by the consultant (soft copy to be shared with NRSP)</li> </ul>	4 days
7	Submission of final version of document on Lending and Blending Guidelines to NRSP (Soft copies of the final document to be shared with NRSP)	<ul style="list-style-type: none"> <li>Reviews and meetings between NRSP and Consultant; before the task to be considered as complete</li> </ul>	5 days

## Section-4: Timeframe

Total time frame of this assignment is 45 days. Contract signing date between firm/consultant and NRSP will be considered as start date of this assignment. Due to time constraints, extension in time for completing the assignment is not recommended and will not be encouraged (though if slight changes are needed, a dialogue can be done on this topic).

## Section-5: Payments

Procedure for the payment of installments is given below which will be further finalized at the time of signing the agreement.

- 20% of the agreed total amount (1<sup>st</sup> installment) will be paid after completion of deliverables from 1 to 4
- 60% of the agreed total amount (2<sup>nd</sup> installment) will be paid after submission of 1<sup>st</sup> draft of the required documents (deliverable 5)
- 20% of the agreed total amount (last installment) will be paid after completion of deliverables- 6 and 7; and approval of the final documents by NRSP

## Section-6: Logistics

The Firm/Consultant will be contracted by the National Rural Support Programme (NRSP) and assignment will be facilitated by the Project Coordinator (to whom the Firm/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-7: Applicability of NRSP's Organizational Rules on the selected firm/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 firm/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 firm/ individual consultant 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-8: Instructions

- a) Soft copy of the complete technical proposal including the annexures should be provided on USB along with the hard copy in the envelope.
- b) The applicant should make sure that all pages in the proposal are properly numbered.
- c) The proposals to this tender must be submitted latest by March 07, 2025 till 11:00am. Any proposals delivered after due date and time will be considered non- responsive and disqualified from further consideration. The Proposals should be addressed to:
 

**Procurement Department**  
**National Rural Support Programme,**  
**#7 Sunrise Avenue, Near COMSATS University,**  
**Park Road, Chak Shahzad, Islamabad.**  
**Tel: +92(51) 8746170-173**
- d) The offer will remain valid for a period of 60 days from the closing date of the Proposal. Any offer falling short of the validity period is liable for rejection.
- e) No offer can be withdrawn by the vendor subsequent to the closing date and time for submission of offers.
- f) Full disclosure of policy.

## Section-9: Functional Competencies of Consultant and Professionals to be engaged

- Management and Leadership

- Consistently approaches work with energy and a positive, constructive attitude, demonstrates openness to change and ability to manage complexities
- Ability to lead effectively, mentoring as well as conflict resolution skills, demonstrates strong oral and written communication skills
- Remains calm, in control and good humored even under pressure
- Proven networking, team-building, organizational and communication skills

## Section-10: Specific Terms & Conditions

- a) NRSP reserves the right to reject any or all proposals without assigning any reason or cancel the process at any time without shortlisting any company or signing the contract.
- b) NRSP reserves the right to increase/decrease the quantity of items/scope of the work. Applicant has no right to challenge the decision in Court.
- c) An effort by an applicant to influence NRSP, directly or indirectly THROUGH UNFAIR MEANS may result in the blacklisting for any future requirements of NRSP.

## Section-11: General Terms & Conditions

- a) The NRSP does not bind itself to accept the lowest or any Proposal and reserves the right to reject any or all Proposals at any point of time prior to the signing the contract/agreement without assigning any reasons whatsoever.
- b) Make sure to provide all the required information, though any missing information might be asked from the Firm/Consultant once only (2-days deadline will be given); afterwards Firm's/Consultant's proposal will be considered as un-eligible (if no information is provided); or otherwise as decided by the proposal's evaluation committee
- c) At the implementation stage, if the selected firm/consultant change the professional/ lead consultant proposed at the proposal stage, NRSP will immediately cancel this agreement (even if the agreement is signed between NRSP and the selected firm/consultant).
- d) NRSP reserves the right to modify any terms, conditions, quantity or specifications for submission of offer and to obtain revised Proposals from the applicant due to such changes, if any.
- e) NRSP's organizational standard rules, regulations and polies 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 Firm/Consultant and will be made part of the agreement to be signed between NRSP and the Consultant/firm.
- f) 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/firm 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 Consultant/Firm.  
Supplier code of conduct is attached
- g) The selected Consultant/firm 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-12: Submission of Proposal and required Documents

- a) The offer should be completed in all aspects and incomplete proposal (s) will be rejected.
- b) Any Proposal, submitted with incorrect / false information will be rejected. Further,

- if any firm/individual consultant is found to have submitted incorrect / false information at any time, they may be debarred from participation in the future procurement processes or otherwise as decided by the evaluation committee.
- c) Proposal and supporting documents should be shared in a sequence as per the requirements in Annex-A; with a simple cover letter at the top. Cover letter should indicate the contact person name and phone number; whom evaluation committee members/ procurement team of NRSP may approach for any clarity.
  - d) No financial should be attached with the technical proposal.
  - e) Once the proposal is submitted in sealed cover by the firm/individual consultant, the NRSP will not accept any addition / alterations / deletions in the Proposal. However, the NRSP reserves the right to seek clarification or call for supporting documents from any of the firm/individual consultant, for which the concerned firm/individual consultant will submit the documentary evidence(s) as required by the NRSP.
  - f) NRSP will scrutinize the offers to determine whether it is completed or errors made in the offer and the documents have been properly signed. Offers with incorrect information or not supported by documentary evidence, would be rejected. However, the NRSP, at its sole discretion, may waive any minor non-conformity or any minor irregularity in an offer. NRSP reserves the right for such waivers and this shall be binding on all insurance/Takaful companies.
  - g) Deviation from required scope of work stipulated may make the proposal liable for rejection.
  - h) For proper scrutiny, evaluation and comparison of offers, NRSP may, at its discretion, ask some or all firm/individual consultant providers for clarification of their offer. The request for such clarifications and the response will necessarily be in writing.
  - i) Proposals must be received by NRSP at the address specified in the RFP not later than the specified date and time as mentioned in the RFP. In the event of the specified date of submission of proposals being declared a holiday for NRSP, the proposals will be received up to the appointed time on next working day.
  - j) NRSP may, at its discretion, extend this deadline for submission of proposals by amending the RFP documents.

### Section-13: RFP Document

- a) The firm/individual consultant is expected to examine all instructions, forms, Terms and Conditions in this RFP Document.
- b) Firm/individual consultant should not add, omit, or change any item, term or condition in the original paper.
- c) If the firm/individual consultant has any additional terms & conditions or services, this shall be stipulated in a separate letter accompanying the proposal.

### Section-14: Rejection of the Proposal

The Proposal is liable to be rejected if:

- a) If it is received through Fax/E-mail.
- b) If it is received after expiry of the due date and time stipulated for Proposal submission.
- c) Incomplete Proposals

### Section-15: Modifications and Withdrawal of Proposals

- a) No proposal will be modified after the deadline for submission of proposals. Proposals once submitted will be treated, as final and no further correspondence will be entertained on this.
- b) No firm/individual consultant shall be allowed to withdraw the proposal, if the

firm/individual consultant happens to be a successful firm/individual consultant.

## Section-16: NRSP's Right to accept or reject any or all proposals

NRSP reserves the right to accept or reject any proposal and annul the process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected firm/individual consultant or any obligation to inform the affected firm/individual consultant of the ground for NRSP's action.

## Section-17: Governing Laws and Disputes

All disputes or differences whatsoever arising between the parties out of or in relation to the meaning and operation or effect of these Tender Documents or breach thereof shall be settled amicably. If, however the parties are not able to solve them amicably, the same shall be settled by arbitration in accordance with the applicable Pakistani Laws, and the award made in pursuance thereof shall be binding on the parties. The Arbitrator/Arbitrators shall give a reasoned award.

## Section-18: Authorized Signatory

The firm/individual consultant should indicate the **authorized officials from their organization** who can discuss, correspond, sign agreements / contracts, raise invoice and accept payments and also to correspond. Atleast 2 persons can be nominated, whose details must be mentioned in the cover letter.

## Section-19: Appeals

Firm/individual consultant believing that they have been harmed by an error or irregularity during the award process may file a complaint to NRSP at [complaints@nrsp.org.pk](mailto:complaints@nrsp.org.pk).

## **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-1995 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

### Eligibility/Selection Criteria and Scoring

Few points for consideration and clarity:

- Both Firms and Individual Consultants can apply for this assignment. Though in the case of firm applying for this assignment, evaluation will be done for the individual/ lead of the firm; who will work directly on this assignment for consultations, writing work and further completion of the assignment.
- Both firms and individual consultants can be international.
- In addition to the requirements of the evaluation criteria; following must also be shared by the applicants:
  - **Firms:** Share organizational profile and registration certificate (with legal bodies)
  - **Individual Consultant:** identification documents like CNIC or passport etc.
  - Experts to be nominated by the firms should also share their identification documents like CNIC or passport etc.
- Registration with FBR is mandatory

#	Indicators	Scores	Means of Verifications (MoVs)	Remarks
1	Master or PhD in topics related to Financial Management, Accounting, Financial Investment etc (from a recognized national and/ or international university)	<ul style="list-style-type: none"> <li>• Master Degree: 16</li> <li>• Individual having PhD in relevant subject will get extra scores: 4</li> </ul> <p><i>(subtotal score = 20)</i></p>	>>Copy of Degree	>>NRSP may approach relevant institution for degree verification >>Relevant degree means on Financial Management, Accounting, Financial Investment etc
2	Atleast 7 years of relevant working experience on finalization of similar documents/ manuals	<ul style="list-style-type: none"> <li>• 7 Years of relevant experience: 16</li> <li>• Consultant having more than 7 Years of relevant experience will get additional scores: 4</li> <li>• If evaluator is fully satisfied with the 3 required samples of reports and agreements: 40</li> </ul> <p><i>(subtotal score = 60)</i></p>	>>List of similar work done by the Consultant in last 7 years or more >>Soft copies of last 3 most recent and similar completed documents/ manuals in last 7 years (one of them must be on or related to lending and blending guidelines) >>Copy of agreements (with the organizations/ institutions/ donors) for last 3 most recent work (asked in above point) >>Share any other means of verifications which may satisfy the evaluator that work is done by the Consultant him/her self (this will improve the evaluation scores)	>>This information is required for the work done by the Individual (documents/ manuals written by the individual applying for this assignment or nominated by the firm to work on this assignment) >>Relevant experience means experience of developing manuals/ policies (specially on lending and blending guidelines etc) >>NRSP may verify the information from various sources

#	Indicators	Scores	Means of Verifications (MoVs)	Remarks
3	Strategy/ methodology to facilitate the proposed workshops/ meetings and finalization of document	<ul style="list-style-type: none"> <li>If evaluator is fully satisfied with the proposed methodology for the consultations workshops and finalization of the documents: 20</li> </ul> <p><i>(subtotal score = 20)</i></p>	Not more than 2-page write-up in MS word file	Keep the font type Calibri, font size 11 and line spacing as single.
<b>100</b>				

After receiving the proposal from the firms/consultants; NRSP/Committee will review, shortlist the proposals, will carry out the interviews and make decision on whether to issue contract to any firm/consultant or again start the procurement process (in case selection committee indicates that none of the applicant/Consultant is suitable for the job). Firm/consultant scoring equal to or above 70% marks in the technical evaluation and financial proposal within the budget will be eligible for selection and shortlisting.

## **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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