

REQUEST FOR PROPOSAL

HIRING OF INDIVIDUAL CONSULTANT FOR DEVELOPING BUSINESS STRATEGY DOCUMENT

RFP # NDRMF/M&E/BUSINESS STRATEGY 2023

(Individual Consultant)

Quality & Cost Based Selection

(Lump sum Contract)



National Disaster Risk Management Fund (NDRMF)

October, 2023

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SECTION-1. LETTER OF INVITATION

National Disaster Risk Management Fund (NDRMF)

RFP No: NDRMF/M&E/BUSINESS STRATEGY 2023

for

HIRING OF INDIVIDUAL CONSULTANT FOR DEVELOPING BUSINESS STRATEGY DOCUMENT

Date: 23rd October 2023

1. This Invitation for submission of Proposals follows the Request for Proposals (RFP) Notice for this assignment which appeared in the Newspapers (combined edition) as well as posted in Website of PPRA & NDRMF Issue No. NDRMF/M&E/BUSINESS STRATEGY 2023 dated **23rd** October, 2023.
2. The National Disaster Risk Management Fund (NDRMF) now invites proposals from prospective Consultants for the services of “**Developing Business Strategy Document**”. More details on the services are provided in the **Terms of Reference**.
3. Consultant will be selected in accordance with Quality & Cost Based Selection as per PPRA Regulations 2010.
4. The RFP includes the following documents:
 - Section 1 - Letter of Invitation
 - Section 2 - Instructions to Consultants
 - Section 3 - Financial Proposal - Standard Forms
 - Section 4 - Terms of Reference
 - Section 5 - Standard Forms of Contract
5. Please submit your proposals, in accordance with the instructions mentioned in the RFP document, on the following address (in person, or by post) by or before **1100 hours on 8th November, 2023**. Technical Proposals shall be opened on same day at **1130 hours** in the presence of consultants who may choose to be present.

Manager Procurement

National Disaster Risk Management Fund (NDRMF)

EOBI House 5th Floor G-10/4

Islamabad.

Yours sincerely,

Manager Procurement,
NDRMF

SECTION 2. INSTRUCTIOS TO CONSULTANTS

2.1. The selection shall be carried out using “**Quality & Cost Based Selection Method (QCBS)**” **Single Stage Two Envelope Procedure** under the PPRA Rules, 2004 and Consultancy Regulations, 2010. The proposal shall be prepared and submitted in the following manner:

2.2. Technical Proposal

The technical details without mentioning the financial aspects along with requisite documents as per **Para-2.12** must be enclosed in an envelope. The Technical Proposal shall be placed inside of a sealed envelope clearly marked “**TECHNICAL PROPOSAL**”, “[Name of the Assignment]“, reference number, name and address of the Consultant, and with a warning “**DO NOT OPEN UNTIL [INSERT THE DATE AND THE TIME OF THE TECHNICAL PROPOSAL SUBMISSION DEADLINE].**”

2.3. Financial Proposal

The financial proposal indicating the quoted price/fee in figures as well as in words on prescribed form (**Section-3**) must be prepared. The original Financial Proposal shall be placed inside of a sealed envelope clearly marked “**FINANCIAL PROPOSAL**” followed by the name of the assignment, reference number, name and address of the Consultant, and with a warning “**DO NOT OPEN WITH THE TECHNICAL PROPOSAL.**”

2.4. The sealed envelopes containing the Technical and Financial Proposals shall be placed into one outer envelope and sealed. This outer envelope shall bear the submission address, RFP reference number, the name of the assignment, Consultant’s name and the address, and shall be clearly marked “**DO NOT OPEN BY OR BEFORE 8th November, 2023 at 1100 hours.**”

2.5. If the envelopes and packages with the Proposals are not sealed and marked as required, the Client will assume no responsibility for the misplacement, loss, or premature opening of the Proposal.

2.6. Technical Proposal i.e. without prices will be opened on the day of opening and will be evaluated by the NDRMF’s Designated Procurement Committee on the basis the evaluation criteria, sub-criteria, and point system specified in Para 2.16 of this Section.

2.7. After the technical evaluation is completed, the Procuring Agency shall issue the Technical Evaluation Report containing all the information regarding responsiveness or non-responsiveness of the consultant along with the technical scores. The Financial Proposals of non-responsive consultants will be returned unopened after completing the selection process and Contract signing. The Procuring Agency shall notify in writing those Consultants that have achieved the minimum overall technical score and inform them of the date, time and location for the opening of the Financial Proposals. The opening date should allow the Consultants sufficient time to make arrangements for attending the opening.

2.8 The Financial Proposals of Technically Qualified Consultant(s) shall be opened by the Procurement committee in the presence of those Consultants whose proposals have passed the minimum technical score. At the opening, the names of the Consultants and the overall technical scores, shall be read aloud. The Financial Proposals will then be inspected to confirm

that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded.

2.9. Date and Time for Receipt of Proposals

The Proposals must reach to the following office by or before **8th November, 2023** at **1100 hours** which shall be opened on the same day at **1130 hours**:

Manager Procurement

NDRMF's office, 5th Floor, EOBI Building
G-10/4, Islamabad

2.10. Prices, Taxes and Proposals Validity Period

The price/fee (Lump-sum) against the services must be quoted in Pakistani rupees including all applicable taxes. Government taxes as per prescribed rates shall be applicable. Proposal Validity period shall be **90 Days**

2.11. Language

The Proposals must be prepared in English language. If supporting documents and printed literature furnished by the applicant with the RFP are not in English language, they must be accompanied by English translation of the relevant passages.

2.12. Mandatory Documents to be provided by the Applicants with Technical Proposals:

Following documents (MANDATORY) must be provided / attached with Technical Proposal:-

- i. Copy of tax registration and proof of ATL.
- ii. An affidavit on judicial stamp paper to the effect that the applicant has never been blacklisted by any Government/semi-government organization or international donor agency.
- iii. Copies of Qualification and experience certificates in support of the technical qualification of the applicant as required under clause 2.16
- iv. Undertaking that the information provided are correct and nothing is concealed.

2.13. Disqualification

Proposals are liable to be rejected if:-

- i. Proposals are found conditional or incomplete in any respect.
- ii. Received after the closing date and time.
- iii. There is any deviation from the Instructions to Consultant.
- iv. Multiple rates are quoted.
- v. Proposal made through Fax / E-mail / Cable / Telex.
- vi. If the applicant was found to have any conflict of interest as per PPRA rules.

2.14. Rights Reserved

NDRMF reserves full rights to accept or reject any or all Proposals, as per PPRA Rules.

2.15. Selection and assignment schedule

The consultant after award of contract shall provide services immediately and shall performed the duties as outlined in Term of Reference (ToRs) till completion of the contract. Duration of

assignment will be **30 Working Days** from the date of signing of contract. Terms of Reference (TORs) are provided under **Section-4** of RFP document.

2.16. Evaluation of Technical Proposals

The technical Proposals shall be evaluated as per criteria mentioned below. The mandatory documents as per Para-2.12 must be attached with technical proposals. The financial proposal of only technically qualified applicant(s) shall be opened.

Sr. No	Criterion	Marks
1	Qualification	20
1.1	A minimum of Post-Graduate University degree in Economics, Public Administration, Public Finance, or Equivalent <i>(Copy of degree must be provided)</i>	15
1.2	Diploma/Certification in Project Management <i>(copy of certificates must be provided)</i>	5
2	Experience	40
2.1	Prior consultative engagements of a similar nature and experience in project management as demonstrated in previous assignments.(Provide record, contract, experience certificates)	30
2.2	Experience (min 3 years) with other international and national level public sector modernization initiatives (provide documentary evidence i.e. contracts, work experience)	10
3	Physical Verification of Qualification and Experience	40
3.1	Professional Knowledge in similar projects based skills.	10
3.2	Excellent and proven analytical skills	5
3.3	Excellent & Proven English Writing Skills	10
3.4	Strong Interpersonal Skills- Including but not limited to the ability to work under pressure with restrictive timelines and to establish and maintain effective working relationships with people.	10
3.5	Ability to take initiative and work independently as well as part of a team to meet deadlines.	5
Total (1+2+3)		100

The minimum technical score (st) required to pass is: 70

The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100. The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:

$Sf = 100 \times Fm / F$, in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the proposal under consideration.

The weights given to the Technical (T) and Financial (P) Proposals are:

T = 0.8, and

P = 0.2

Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following: $S = St \times T\% + Sf \times P\%$.

2.17. Letter of Award and Contract Signing

The Applicant achieving the **highest combined technical and financial score** will be invited for negotiations. After, the successful negotiations concluded, the Applicant shall be required to sign a contract and shall commence services immediately.

2.18. CLARIFICATION OF THE TENDER DOCUMENT

The prospective applicants may solicit clarification of the RFP Document or other queries related to the assignment at muhammad.asif@ndrmf.pk , within 07 days of issuance of RFP in writing/email. The clarification and its replies will be shared with all prospective applicants through their official emails. Late and irrelevant queries will not be entertained.

SECTION-3 FINANCIAL PROPOSAL - STANDARD FORM

Financial Proposal

Name of Applicant: _____

Assignment Name: _____

Item	Total Cost PAK Rs.
Cost of Financial Proposal Including:	
1) Fee of the Consultant Including all allied charges -(Lump-sum)	
2) Indirect Tax (GST)	
Total Cost of Financial Proposal including all applicable Charges/Taxes	

SECTION-4
TERMS OF REFERENCE (TORS)

1. POSITION TITLE: Consultant for Developing Business Strategy Document [NATIONAL]

2. NO OF POSITION(S): 01

3. DURATION: 30 working days (Lump Sum Contract)

4. LOCATION: Islamabad

5. REPORTS TO: Manager M&E, NDRMF

6. Introduction:

National Disaster Risk Management Fund (NDRMF) is a not for profit Government-owned entity organization established under section 42 of Companies Ordinance, 1984. The Fund's objective is to focus on primary or critical level disaster planning, preparedness, pre-disaster mitigation and early warning systems.

As per the Memorandum of Association the objectives for which the NDRMF is established are as follows:

- To enhance Pakistan's resilience to climatic and other natural hazards and disasters
- To strengthen the technical and financial capacity of the Government of Pakistan to quickly respond to climatic and other natural hazards and disasters
- To reduce socio-economic and fiscal vulnerability of the Islamic Republic of Pakistan to climatic and other natural hazards and disasters

7. Objectives:

The objective of this exercise is to prepare a comprehensive business strategy document for the NDRMF for the short (three years), medium (five years) & long (ten years) term in major areas / streams of work i.e. Disaster Risk Reduction, Climate Change / Finance, Disaster Preparedness & Knowledge Generation and Communications, to ensure that NDRMF fulfils its given mandate.

8. Scope of Work:

The scope of work will include the following tasks but not be limited to:

- Elaborate the approved strategic framework in designing and drafting the overall business strategy of NDRMF.
- Articulate the Theory of Change in a comprehensive narration building on the linkages and interdependencies between activities, outputs, outcomes and impacts.
- Develop 3 Years Rolling Plan based on the broad programs and how they will contribute to setting in motion achievement of the strategic objectives. The first year of the 3 Years Rolling Plan will be detailed and will serve as the annual plan for the fiscal year of operation.
- Prepare a 5 Years Plan on the basis of intermediate outcomes that need to be achieved to ensure that achievement of the Strategic Outcomes and Strategic Goals are on track and/or there is a need for mid-course correction.

- Formulate a 10 Years Plan whereby defining long-term Strategic Goals of NDRMF and the broad roadmap needed to achieve them.
- Present the overall draft business strategy (along with plans) to different stakeholders as well as members of the NDRMF Board in order to collect their feedback before finalizing the draft for approval. In addition, the consultant shall map the implications of the business strategy on the organisation's internal structure and processes whereby devising an operational plan to make the internal changes required for the implementation of the strategy.

9. Eligibility Criteria:

- A minimum of a post-graduate University degree in Economics, Public Administration, Public Finance or equivalent
- Prior consultative engagements of a similar nature and experience in project management as demonstrated in previous assignments
- Familiarity with other international and national level public sector modernisation initiatives (3 years)
- Excellent and proven analytical skills
- Excellent and proven English writing skills
- Strong interpersonal skills — including but not limited to — the ability to work under pressure with restrictive timelines and to establish and maintain effective working relationships with people: and
- Ability to take initiative and to work independently — as well as — part of a team.

10. Deliverables:

- Comprehensive business strategy for the NDRMF covering all issues provided in the scope of work; and
- Presentation to NDRMF Management & Board.

11. Duration:

The assignment is estimated to be for a duration of 30 working days distributed for the development of all sections as given in the Scope of Work.

SECTION 5 - STANDARD FORM OF CONTRACT

Lump-Sum

**CONTRACT FOR INDIVIDUAL
CONSULTANT'S SERVICES (INDIVIDUAL CONSULTANT)**

Lump-Sum

Contract No. # : **NDRMF/M&E/BUSINESS STRATEGY 2023**
Consulting Services : **Hiring of Individual Consultant for Developing
Business Strategy Document**
Client/Implementing Agency : National Disaster Risk Management Fund
Country : Pakistan



NATIONAL DISASTER RISK MANAGEMENT FUND
(A Company set up under Section 42 of Companies Act, 2017)

CONTRACT AGREEMENT

Individual Consulting Services

Lump-sum based Contract

THIS CONTRACT ("Contract") is entered on this --- day of the month of **November, 2023**, by and between **National Disaster Risk Management Fund** (hereinafter shall be referred to as "Fund") having its principal place of business, at 5th Floor, EOBI House, Mauve Area, G-10/4, Islamabad, and **Mr. -----**(hereinafter shall be referred to "the Consultant") residing at -----[CNIC No.-----].

NOW THEREFORE THE PARTIES hereby agree as follows:

1.	Services	The Consultant shall perform the services specified as assigned by the Fund during the contract agreement.
2.	Term	The Consultant shall perform the Services, commencing from ---,2023 to --- Nov 2023 or any other period as may be subsequently agreed by the parties in writing.
3.	Payments	A. <u>Ceiling</u> For Services rendered pursuant to Annex A , the Fund shall pay the Consultant lump-sum amount of Pak. Rs. ----/- (Pak. Rs. only) (Inclusive of taxes applicable on Consulting Services) upon approval of respective deliverables. This amount has been established based on the understanding that it includes all of the Consultant's costs and profits as well as any tax obligation that may be imposed on the Consultant.
		B. <u>Remuneration (Lump-sum)</u> The Fund shall pay the Consultant for Services rendered as per the payment schedule in accordance with the rates agreed and specified in Annex B viz. "Payment Schedule".

		<p>C. <u>Payment Conditions</u></p> <p>Payment shall be made in Pak. Rs. not later than thirty (30) days following submission of invoices, in duplicate, to the Coordinator designated in paragraph 4, subject to approval of the respective deliverables. Payment to the Consultant shall be made through cross cheque or on-line bank transfer, into his bank account, specified hereunder. All applicable taxes shall be deducted as per rules.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Account Title:</td> <td></td> </tr> <tr> <td>Account No:</td> <td></td> </tr> <tr> <td>IBAN No:</td> <td></td> </tr> <tr> <td>Bank Name:</td> <td></td> </tr> <tr> <td>Branch Code:</td> <td></td> </tr> <tr> <td>Branch Address:</td> <td></td> </tr> <tr> <td>Brand Telephone No.</td> <td></td> </tr> </table>	Account Title:		Account No:		IBAN No:		Bank Name:		Branch Code:		Branch Address:		Brand Telephone No.	
Account Title:																
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Bank Name:																
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4.	Project Administration	<p>A. <u>Coordinator</u></p> <p>The Fund designates Manager M&E as Fund’s Coordinator for the given functions. The Coordinator shall be responsible for the coordination of activities under this Contract, besides acceptance and approval of the reports and other deliverables by the Consultant besides, obtain approvals from the Competent Authority. The Consultant shall be responsible for the coordination and performing activities under the Contract, as instructed by the Fund’s designated Coordinator.</p>														
		<p>B. <u>Records and Accounts</u></p> <p>The Consultant shall keep accurate and systematic records and accounts in respect of the Services, which will clearly identify all charges and expenses. The Fund reserves the right to audit, or to nominate a reputable accounting firm to audit, the Consultant's records relating to amounts claimed under this Contract during its term and any extension, and for a period of three months thereafter.</p> <p>The Consultant shall permit the Fund to inspect all accounts, records and other documents relating to this contract.</p>														
5.	Performance Standard	The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity.														
6.	Confidentiality	The Consultants shall not, during the term of this Contract and after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Fund's business or operations without the prior written consent of the Fund.														
7.	Ownership of Material	Any studies, reports or other material, graphic, software or otherwise, prepared by the Consultant for the Fund under the Contract, shall belong and remain the property of the Fund. The Consultant may retain a copy of such documents and software with written approval of the Fund.														

8.	Consultant not to be engaged in certain activities	The Consultant agrees that, during the term of this Contract and after its termination, the Consultants and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than the Services or any continuation thereof) for any project resulting from or closely related to the Services.
9.	Insurance	The Consultant shall be responsible for taking out any appropriate insurance coverage.
10.	Assignment	The Consultant shall not assign this Contract or subcontract or any portion of it without the Fund's prior written consent.
11.	Law governing contract and language	The Contract shall be governed by the laws of Islamic Republic of Pakistan, and the language of the Contract shall be English.
12.	Dispute Resolution	Any dispute arising out of this Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with the Arbitration Act of 1940 in accordance with laws of the Islamic Republic of Pakistan.
13.	Termination	<p><u>By Fund</u></p> <p>The Fund may terminate this Contract by not less than Seven (07) days written notice to the Consultant to be given after the occurrence of any of the events specified below:</p> <ul style="list-style-type: none"> a) If the Consultant does not remedy a failure in the performance of his/her obligations under the Contract, within Seven (07) days after being notified or within any further period as the Fund may have subsequently approved in writing; b) If, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than Seven (07) days; c) If the Consultants, in the judgment of the Fund, has engaged in corrupt or fraudulent practices in competing for or in executing the Contract; or d) If the Fund, in its sole discretion, decides to terminate this Contract.
		<p>By Consultant</p> <p>The Consultant may terminate this Contract, by not less than Seven (07) days' written notice to the Fund, such notice to be given after the occurrence of any of the events specified as follows:</p> <ul style="list-style-type: none"> a) If the Fund fails to pay any monies due to the Consultant pursuant to this Contract and not subject to dispute pursuant to Clause 12 within Seven (07) days after

		<p>receiving written notice from the Consultant that such payment is overdue; or</p> <p>b) If, as the result of Force Majeure or incapacity, the Consultant is unable to perform a material portion of the Services for a period of not less than Seven (07) days.</p>
14.	Modifications or variations	<p>a) Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party. .</p>
15.	Relationship	<p>The parties are independent contractors to each other. Nothing in this Agreement shall be constructed to create a partnership, joint venture or agency relationship between the parties.</p>

FOR AND ON BEHALF OF THE FUND

FOR THE CONSULTANT/INDIVIDUAL

Bilal Anwar
CEO

[-----]
as Consultant

List of Annexes

Annex A: Terms of Reference and Scope of Service

Annex B: Payment Schedule

ANNEX A

TERMS OF REFERENCE & SCOPE OF SERVICES

ANNEX_B

Sr. #	Component	Total Rates (Lump-sum) (with applicable taxes & all allied charges)
		Pak. Rs.
1.		/-

PAYMENT SCHEDULE

Sr. #	Deliverable	Action Required	Tentative Time Period	Payment Schedule
1	Development of Business Strategy Document	<ul style="list-style-type: none"> Comprehensive business strategy for the NDRMF covering all issues provided in the scope of work; and 	30 Working Days	80% upon submission and acceptance of the Business Strategy Document
2	Final Presentation	<ul style="list-style-type: none"> Presentation to NDRMF Management & Board. 		20% after Presentation to NDRMF Management & Board.