

REQUEST FOR PROPOSAL

HIRING OF INDIVIDUAL CONSULTANT-

Urban Resilience Specialist

RFP # 002-32-Proc-I

(Individual Consultant)

Quality & Cost Based Selection

(Lump sum Contract)



National Disaster Risk Management Fund (NDRMF)

28 January, 2024

Table of Contents

	Page No
Section 1 - Letter of Invitation.....	3
Section 2 - Instructions to Consultants.....	4
Section 3- Financial Proposal- Standard Form	7
Section 4 - Terms of Reference.....	8
Section 5 - Standard Forms of Contract Lump sum based.....	11

SECTION-1. LETTER OF INVITATION

National Disaster Risk Management Fund (NDRMF)

RFP No: 002-32-Proc-I

for

HIRING OF INDIVIDUAL CONSULTANT –URBAN RESILIENCE SPECIALIST

Date: 28th January, 2024

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. 002/27/Proc-I dated **28th January, 2024**.
2. The National Disaster Risk Management Fund (NDRMF) now invites proposals from prospective Consultants for the position i.e “**Urban Resilience Specialist**”. 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 **13th February, 2024**. 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 Public Procurement 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 13th February, 2024 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 13th February, 2024 at 1130 hours and will be evaluated by the NDRMF’s Designated Procurement Committee on the basis the evaluation criteria 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 **13th February, 2024 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 Public Procurement rules.

2.14. Rights Reserved

NDRMF reserves full rights to accept or reject any or all Proposals, as per Public Procurement 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. 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.

- a) PhD/Master's degree (minimum 18 years' education) in urban and regional planning, development economics, architecture, disaster management, engineering, or related fields. Alternatively, a university degree in related fields with additional relevant professional experience.
- b) Minimum of 10 years of relevant professional experience.
- c) Knowledge of donors/ international development partners and government operational processes and procedures.
- d) Proven experience in national level project proposal development in the urban sector, engaging government for approval / ownership, and funding from internal donors/ IFIs.
- e) In-depth knowledge of national and international standards related to smart and resilient urban planning and development.
- f) Strong analytical thinking, ability to make simple causal links, and prioritize tasks effectively.
- g) Strong analytical and communication especially writing skills.
- h) Ability to collaborate effectively with a diverse range of stakeholders.
- i) Familiarity with agriculture and climate resilience guidelines and requirements.

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: $S = St \times T\% + Sf \times P\%$.

For the purpose of the evaluation, the Procuring Agency will exclude: (a) all applicable local identifiable indirect taxes such as sales tax etc. If a Contract is awarded, at Contract negotiations, all such taxes will be discussed, finalized and added to the Contract amount.

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: _____

RFP No:-

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)

Senior Urban Resilience Specialist

A. Background:

The National Disaster Risk Management Fund (NDRMF) is a not-for-profit company incorporated under Section 42 of the Companies Ordinance 1984, working towards reducing Pakistan's socio-economic and fiscal vulnerability to natural hazards. As a government-owned non-banking financial intermediary, NDRMF prioritizes and finances investments in disaster risk reduction and preparedness.

Given Pakistan's geographical location, population size, and economic fragility, urban areas face unique vulnerability challenges. A comprehensive and integrated planning approach is essential, addressing social, economic, environmental, and hazard risk factors.

B. Scope of Work:

The Senior Urban Resilience Specialist will develop at least one, but could be more, innovative and cutting edge proposal(s) that aligns with NDRMF's Business Strategy and identified priority areas therein, and addressing emerging challenges in urban sector. The proposal(s) must also correspond to relevant national policies, and fulfills global best practices for resilient, smart and sustainable urban development initiatives and investments. This may include issues related to poor and vulnerable infrastructure, climate change impacts, especially urban flooding and heatwaves, particularly nature-based solutions. The Specialist will engage with government, non-government stakeholders, and international partners to conceive innovative, demand-driven projects, develop detailed proposal(s), and secure necessary ownership of concerned public sector entities.

C. Responsibilities:

- a) Understand the role and functions of NDRMF in the light of its newly developed Business Strategy and transformation plan, and its engagement mechanism with its Fund Implementation Partners (FIPs).
- b) Identify, develop, and design project(s) in urban flood risk management, urban forestry, rainwater harvesting, sustainable water supply, sanitation, and other urban resilience initiatives to be financed by NDRMF.
- c) Engage and consult with relevant stakeholders to collect inputs, insights, and review existing projects and initiatives, identifying gaps and areas for innovation and cutting edge work, while developing proposal. Ensure full ownership of the stakeholders regarding their respective roles in the project.
- d) Ensure clarity, coherence, and consistency in the proposal keeping in view ground realities and various risk and assumptions. The proposed initiative should have high potential for scaling up and DRR & CC mainstreaming, and the recommendations for ensuring these aspects should be identified in the proposal(s).
- e) Ensure compliance with national and global guidelines and priorities, ensuring integration of environment, social, economic and gender considerations, and making necessary adjustments to the project proposal.
- f) Incorporate latest local and global best practices in the concept, institutional design, financing and implementation aspects of the proposal.

- g) Ensure the promotion, implementation, and monitoring of urban resilience approaches in the project design, confirming Climate Change Adaptation-Disaster Risk Reduction (CCA-DRR) linkages.
- h) Proposal(s) should include knowledge management and capacity development considerations, as well.
- i) Identify of potential funding opportunities.
- j) Provide expert advice and recommendations for technical and strategic project alignment.
- k) Prepare presentations and comprehensive executive summary highlighting the project's objectives, expected outcomes, and implementation plans.

D. Deliverables:

- 1) Urban resilience project(s) proposal developed, including description of the problems or challenges, and development objective of the proposed activity, detailed project description, expected outputs/ outcomes, results framework with output indicators.
- 2) Detailed cost estimates and budget details of the project, following relevant and acceptable practices.
- 3) Project Implementation Plan including institutional and implementation arrangements, and time based work plan.
- 4) Project's Risk Assessment and Mitigation Strategy.
- 5) Potential funding opportunities.

E. Timeline: The consultant is expected to complete the assigned tasks within 03 months from the commencement date.

F. Qualifications and Experience:

- j) PhD/Master's degree (minimum 18 years' education) in urban and regional planning, development economics, architecture, disaster management, engineering, or related fields. Alternatively, a university degree in related fields with additional relevant professional experience.
- k) Minimum of 10 years of relevant professional experience.
- l) Knowledge of donors/ international development partners and government operational processes and procedures.
- m) Proven experience in national level project proposal development in the urban sector, engaging government for approval / ownership, and funding from internal donors/ IFIs.
- n) In-depth knowledge of national and international standards related to smart and resilient urban planning and development.
- o) Strong analytical thinking, ability to make simple causal links, and prioritize tasks effectively.
- p) Strong analytical and communication especially writing skills.
- q) Ability to collaborate effectively with a diverse range of stakeholders.
- r) Familiarity with agriculture and climate resilience guidelines and requirements.

SECTION 5 - STANDARD FORM OF CONTRACT

Lump-Sum

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

Lump-Sum

Contract No. # : **002-32-Proc-I**

Consulting Services : **Hiring of Individual Consultant –Urban Resilience Specialist**

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-----, **2024**, 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 ---,2024 to --- 2024 or any other period as may be subsequently agreed by the parties in writing.
3.	Payments	<p>A. <u>Ceiling</u></p> <p>For Services rendered pursuant to Annex A, the Fund shall pay the Consultant the Consultancy Fee (Lump-sum) of Pak. Rs. /- (Inclusive of taxes applicable on Consulting Services) upon approval of respective deliverables, as per Payment schedule provided at Annex-B. 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.</p> <p>Moreover, a lump sum of PKR --/- (PKR only), against out of Pocket expenses are included in the Contract Cost that shall be reimbursed (as per actual) in accordance with Sub Clause 3(C).</p> <p>B. <u>Remuneration (Lump-sum)</u></p> <p>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> <p>C. <u>Out of Pocket (Reimbursable) Expenses</u></p> <p>The Fund shall pay the Consultant for reimbursable expenses, which shall consist of and be limited to:</p> <p>(i) Normal and customary Out of pocket expenses for official travel and allied daily allowances, will be paid in accordance with the allowances permissible to Officers () of NDRMF. The out of pocket expenses shall be subject to prior approval of the out- station duty.</p>

		<p>D. <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 against Out of Pocket Expenses (as per actual) shall be reimburse upon submission of claims alongwith supporting documents/RTB upon endorsement of the Fund's Authorized Officer(s)</p> <p>Consultants Bank Details:-</p> <table border="1" data-bbox="524 499 1304 758"> <tr> <td>CNIC No</td> <td></td> </tr> <tr> <td>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> </table>	CNIC No		Account Title:		Account No:		IBAN No:		Bank Name:		Branch Code:		Branch Address:	
CNIC No																
Account Title:																
Account No:																
IBAN No:																
Bank Name:																
Branch Code:																
Branch Address:																
4.	Project Administration	<p>A. <u>Coordinator</u></p> <p>The Fund designates ----as Fund's Coordinator for the given functions. The Coordinator shall be responsible for the coordination of activities under this Contract, receiving of the reports and other deliverables by the Consultant besides, obtain approvals from the CEO, NDRMF.</p> <p>The Consultant will submit separate GST invoices alongwith each respective deliverable to Fund's Coordinator to claim Consultant's Fee, as per schedule provided in Annex-B and the Fund shall make payment against respective invoices, in Pak Rupees within thirty (30) days subject to the acceptance of the respective deliverable.</p> <p>The Consultant will submit claims for reimbursable to Fund's Coordinator, as per prescribed format to be shared by the Consultant by the Fund, duly supported with original vouchers/bills.</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	<p>The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity.</p>														

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> <p>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 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		<ul style="list-style-type: none">•		
2		<ul style="list-style-type: none">•		