

INSTRUCTIONS to the Consultants

**For Submission of
Expression of Interest**

**“Hiring of Firm for Creation and Production of
NDRMF’s Biennial Flagship Report”**

**National Disaster Risk Management Fund
(NDRMF)**

INSTRUCTIONS

1. NDRMF invites eligible Consultancy Firms/Organizations (hereinafter referred to as Consultants) with specific and proven competence and experience to indicate their interest in providing the intended services. Eligible consultants should submit Expression of Interest (EOI) in English language along with relevant complete details of their qualification and experience as requested in REOI Notice and hereunder: -
 - i. Name, address, Phone, Fax and E-mail address along with postal and telegraphic address for the head office, branch offices and contact personnel;
 - ii. Certificate of Incorporation/Registration with authorized government department(s) as Legal Entity. The registration shall be provided in respect of each associating consultant of a joint venture or sub-consultant association formation IF ANY.
 - iii. Corporate Profile providing sufficient information/details in following, but not limited to, areas in respect of a consultant/each associating consultant of a Joint venture: -
 - (a) Years of operations;
 - (b) Management Structure/Organogram & Systems of the Consultant with relevant information about Board/Directors etc.;
 - (c) Details of the permanent technical personnel, panel of Experts with their qualifications and expertise in brief **not detailed CVs**;
 - iv. Certificates of **National Income & Sales Tax Numbers** and **proof of Active Tax Payer** for both departments, of the Consultants. Copies of respective certificates must be provided/furnished;
 - v. Data Sheets containing details of proven track of experience i.e. **at least five (05) years of Experience** in research and development related projects focusing on conducting similar projects in the fields of Climate Change science and policy, proven track record in conducting research and producing high quality reports, and a team of experts in relevant fields particularly climate science, data analysis, policy analysis etc by **furnishing the list of completed/ongoing projects** with the following details. The experience which shall not be provided with the required details shall not be taken into consideration while the profile of the Consultant for shortlisting:
 - a. Name of the Project
 - b. Cost of the Project
 - c. Name and address of the Client
 - d. If case of association of service providers, the names and address of all the partners
 - e. Start & Completion Date
 - f. Number of staff-months provided by the Consultant (in case of association/JV, by other partner consultant)
 - g. Brief description of the services rendered
 - vi. Latest audited financial statement from the **last three years** of the Consultant; wherein Bidders' Net Worth must be 'Positive'

- vii. Any additional documents to support relevant experience of Consultant;
 - viii. In case of Consultant, participating in an association as sub-consultant or JV, original Letter(s) of Association from each associating partner, confirming the Lead Partner/Partner in Charge, on the letter head of a Consultant/Partner duly signed and stamped, must be provided;
 - ix. List and status of litigation/arbitration by the Consultant or any member of the Joint Venture(s) against a client, if any;
 - x. Affidavit (from all the participating partners of the association) confirming that: (a) applicant Consultant (Name of the Consultant) has never been blacklisted by any National, Government/Semi Government Organization and (b) All the information provided by the applicant Consultant/Joint venture is correct.
2. Interested Consultants must provide lucid information as per above requirements indicating that they are qualified to perform above services and must provide only materials that would be specific to the proposed services, **and to avoid submitting generic promotional material. Non-provision of requisite documentary evidences/ information as per this Instructions to Consultants, may lead to “Non-Responsiveness” of the Consultants’ response/ application.**
 3. If the EOI response consists of more than one volume, the applicant must clearly number the volumes constituting the EOI and provide an indexed table of contents for each volume. All documents should be securely bound.
 4. Selected Consultant will be required to declare any conflicts of interest, both for the organization as a whole as well as individuals assigned to carry out this work.
 5. Any further information/clarification can be sought.

MANAGER PROCUREMENT

National Disaster Risk Management Fund,

5th Floor, EOBI House, Mauve Area G-10/4, Islamabad.

Ph: +92(51)9108300 Ext: 415

Email:- muhammad.asif@ndrmf.pk