

# REQUEST FOR PROPOSAL

---

## HIRING OF INDIVIDUAL CONSULTANT DEVELOPMENT OF RESILIENCE INDICATORS FOR PAKISTAN

**RFP # 005/01/NATCAT**

**(Partial Lump-sum based)**



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

**2nd June, 2025**

## **Table of Contents**

|  | <b>Page No</b> |
|--|----------------|
| 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 – Proposal Securing Declaration-----     | 10             |
| Section-6 Standard Forms of Contract .....         | 11             |

## SECTION-1. LETTER OF INVITATION

### National Disaster Risk Management Fund (NDRMF)

RFP No: 005/01/NATCAT

for

### HIRING OF INDIVIDUAL CONSULTANT

### DEVELOPMENT OF RESILIENCE INDICATORS FOR PAKISTAN

Date: 2<sup>nd</sup> June, 2025

1. This Invitation for submission of Proposals follows the Request for Proposals (RFP) Notice for this assignment which is planned for publication on website of PPRA & NDRMF Issue No. 002/43/Proc-I dated 3<sup>rd</sup> June, 2025.
2. The National Disaster Risk Management Fund (hereinafter shall be termed as “Fund” and/or Procuring Agency”) now invites technical & financial proposals from eligible Individual Consultants for “**Development of Resilience Indicators for Pakistan.**” Further details regarding said services are provided in Section 4 -**Terms of Reference.**
3. Consultant will be selected in accordance with **Fixed Budget Method** as per Public Procurement 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. Applicants are required to submit their Technical & Financial Proposals, prepared in accordance with the RFP document, through **PPRA EPAD System** ([www.eprocure.gov.pk](http://www.eprocure.gov.pk)) as per following schedule. **Proposal must contain Proposal Securing Declaration as per Section-5:-**

|  |   |
|--|---|
| <b>Proposals Submission Date &amp; Time</b>        | 19 <sup>th</sup> June, 2025 at 1130 hours |
| <b>Technical Proposals Opening Date &amp; Time</b> | 19 <sup>th</sup> June, 2025 at 1200 hours |

6. Bidders/Applicants are requested to get registered on Public Procurement Regulatory Authority (PPRA) **EPAD System** to participate in the aforesaid bidding process.

#### Manager Procurement

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

EOBI House 5<sup>th</sup> Floor G-10/4  
Islamabad.

## SECTION 2. INSTRUCTIOS TO CONSULTANTS

**2.1.** The selection shall be carried out using “**Fixed Budget Method**” 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 Submission of Technical & Financial Proposals – As per E-Pak Procurement Regulations 2023:-**

2.2.1 The Applicants, through EPAD system, shall fill the standard entries of the technical and financial proposals forms and allied sections separately.; However, the Applicants through the system shall encrypt those entries electronically in the form of two encrypted packages with the separate encryption timelines, as configured in the 'system in accordance with the following opening schedule defined in the RFP notice :-

|  |                             |
|--|-----------------------------|
| <b>Proposals Submission Date &amp; Time</b>        | 19 June, 2025 at 1130 hours |
| <b>Technical Proposals Opening Date &amp; Time</b> | 19 June, 2025 at 1200 hours |

2.2.2 The Procuring Agency shall access the encrypted technical proposal portion through Encrypted Proposal Submission System (EPSS) after lapse of thirty (30) minutes of proposal submission deadline as stated above.

2.2.3 The Procuring Agency shall open the technical proposals at the time and date mentioned in the opening schedule in the presence of the applicants/bidders (who may choose to be present) in accordance with the requirement of Rule 28(2) of the Public Procurement Rules, 2004

2.2.4 The Procuring Agency shall fill out the entries of the Technical Proposal Opening Sheet generated by the system, and shall post the tender opening sheet and allied record on the system.

2.2.5 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.

2.2.6 The Procuring Agency shallt access to the encrypted financial proposal portion of the EPSS to the extent of only technically responsive proposals on the time and date configured in the system. The Procuring Agency shall fill out the entries of the Financial Proposal Opening Sheet generated by the system, and shall post the tender opening sheet and allied record on the system. The Procuring Agency shall ensure that the financial proposals remain encrypted in the system which are technically non-responsive, unless specifically required by the Authority for determining any trends or for the purpose of some investigation or inquiry.

## 2.3 Prices, Taxes and Proposals Validity Period

The price/fee 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 **60 Days**

## 2.4. Language

The Proposals must be prepared in English language.

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

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

- i. Proposal must contain **Proposal Securing Declaration** as per Section-5
- ii. Copy of **tax registration and proof of ATL**.
- iii. 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.
- iv. Copies of **Qualification and experience certificates** in support of the technical qualification of the applicant as required under clause 2.9.3
- v. **Undertaking** that the information provided are correct and nothing is concealed.

## 2.6. Disqualification

Proposals are liable to be rejected if:-

- i. Proposals are found conditional or incomplete in any respect.
- ii. There is any deviation from the Instructions to Consultant.
- iii. Multiple rates are quoted.
- iv. Proposal made through Fax / E-mail / Cable / Telex.
- v. If the applicant was found to have any conflict of interest as per Public Procurement Rules.

## 2.7. Rights Reserved

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

## 2.8. Assignment schedule

The consultant after award of contract shall provide services as outlined in Term of Reference (ToRs) till completion of the contract. Duration of assignment will be **24 weeks** from the date of signing of contract. Terms of Reference (TORs) are provided under **Section-4** of RFP document.

## 2.9. Selection under Fixed Budget

2.9.1 The total available budget for this Fixed-Budget assignment is: Rs. 1,500,000/- (inclusive of taxes) which includes out of pocket expenses amounting to Rs. 300,000. Proposals exceeding the total available budget will be rejected. Applicants shall provide separately, their best technical and financial proposals via EPAD within the budget. Furthermore, the applicants shall provide breakdowns of their costs through SECTION-3 FINANCIAL PROPOSAL - STANDARD FORM.

2.9.2 All proposals that exceed the indicated budget shall be rejected and the applicant who has submitted the highest ranked technical proposal among the rest shall be selected and invited to discuss further details for concluding the contract.

### 2.9.3 Evaluation of Technical Proposals

The technical Proposals shall be evaluated as per criteria mentioned below. The mandatory documents as per Para-2.5 must be attached with technical proposals. The financial proposal of only technically qualified applicant(s) shall be opened.

| Sr. No             | Criterion  | Max. Marks |
|--------------------|--|------------|
| <b>A</b>           | <b>Qualification &amp; Experience</b>  | <b>60</b>  |
| A-1                | Master's or higher in Disaster Risk Management, Public Policy, Development Studies, Statistics, or a related field. <i>(Provide the documentary evidence to establish said experience)</i> | 10         |
| A-2                | At least 8 years of experience in disaster/climate resilience, risk analysis, or monitoring frameworks. <i>(Provide the documentary evidence to establish said experience)</i>             | 20         |
| A-3                | Proven expertise in indicator design, resilience metrics, and data analytics. <i>(Provide the documentary evidence to establish said experience)</i>                                       | 20         |
| A-4                | Proven experience in design of assessment tools, specifically disaster and climate evaluation & Indexing. <i>(Provide the documentary evidence to establish said experience)</i>           | 10         |
| <b>B</b>           | <b>Assessment of Knowledge &amp; Skill</b> <i>[(to ascertain candidate's performance on the following parameters face to face interaction will also be conducted (if required))]</i>       | <b>40</b>  |
| B-1                | Strong analytical and writing skills   | 20         |
| B-2                | Proficiency in data visualization tools and/or GIS   | 10         |
| B-3                | Familiarity with global resilience indices (e.g., INFORM, UNDRR, OECD, ADRI).  | 10         |
| <b>Total (A+B)</b> |  | <b>100</b> |

The minimum technical score required to pass is: **70**

## **2.10. 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](mailto:muhammad.asif@ndrmf.pk), within Seven (07) days of issuance of RFP in writing/email. The clarification and its replies will be shared with all prospective applicants. Late and irrelevant queries will not be entertained.

## SECTION-3 FINANCIAL PROPOSAL - STANDARD FORM

### Financial Proposal

Name of Applicant: \_\_\_\_\_

Assignment Name: \_\_\_\_\_

| Sr#                                | Description  | Qty.                 | Unit | Amount PKR (Rs.) | Total               |
|------------------------------------|--|----------------------|------|------------------|---------------------|
| <b>A</b>                           | <b>Consultant's Fee (Lump-sum /deliverable based)</b>                            | <b>Lump-sum</b>      |      |                  |                     |
| A-1                                | Daily Rate of the Consultant   | 01                   | Days | ---              | ---                 |
| A-2                                | Consultants' total remuneration rate for the period of 24 weeks/120 working days | 120                  | Days | ---              | ----                |
|                                    | Add GST @15% of A-2  |                      |      |                  | 000                 |
|                                    | <b>Sub-Total-A</b>   |                      |      |                  | <b>0000000</b>      |
| <b>B</b>                           | <b>Out of Pocket Expenses (Reimbursable)</b>                                     | <b>As Per Actual</b> |      |                  | <b>Max. Ceiling</b> |
| B-1                                | Per Diem & Travelling  | -                    |      |                  | 300,000             |
| <b>TOTAL MAXIMUM PAYMENT (A+B)</b> |  |                      |      |                  | <b>000000</b>       |

### Terms & Conditions: -

- i- **Fee of Consultant (Lump-sum) :-** The Consultant shall submit separate invoices along with each respective deliverable as per schedule provided hereunder and the Fund shall make payment against respective invoices, in Pak Rupees within thirty (30) days subject to the acceptance of the respective deliverable.
- ii- All taxation liabilities with regards to the existing laws of Islamic Republic of Pakistan. The withholding tax as well as certain percentage of Sales Tax, as per the applicable taxation rules/rates, shall be deducted at source.
- iii- Out-of- Pocket Expenses are reimbursable **as per actual** at cost with supporting documents/receipts. The Consultant will submit claims for reimbursable to Fund's Coordinator, as per prescribed format duly supported with original vouchers/bills.
- iv- The Consultant shall have to provide documentary evidence against any claimed amount for Air Travel or land Travel. Submission of original copies of used tickets, or receipts of purchase and/or boarding pass(es) as evidence of travel and class of travel is required. **Actual travel itinerary via most direct route will have to be determined in coordination with the NDRMF.** In this regard, a Request for Travel Booking Form as per prescribed format shall be initiated by the Consultant and must be endorsed/approved by the Fund's Coordinator.
- v- Per Diem Allowance is a daily allowance for accommodation and subsistence when the Consultant stays overnight at a place other than the Consultant's Place of Residence to perform the Services during the Term of Engagement. Per Diem Rates are fixed, no receipt is required for the duration of the contract. Actual location/number of days in each location may vary based on actual requirements, **subject to certification by the NDRMF.**
- vi- For daily allowance, Consultant will be availed the allowances permissible to Manager – NDRMF.

## **SECTION-4**

### **TERMS OF REFERENCE (TORS)**

- **Position Title:** Consultant – Development of Resilience Indicators for Pakistan
- **No of Position(s):** One (01)
- **Type:** Partial Lump-sum contract
- **Duration:** 24 weeks
- **Location:** Islamabad (occasional visits to field)
- **Reports to:** Team Lead NATCAT

#### **Background**

Resilience to disasters and climate change is a cornerstone of sustainable development. To effectively monitor, plan, and evaluate resilience-building initiatives, countries require a robust set of national-level resilience indicators. These indicators help assess the capacity to anticipate, absorb, adapt to, and recover from shocks such as natural hazards, conflicts, and pandemics.

The Consultant will support the development of a Resilience Indicator Framework tailored to the country context, aligning with global frameworks such as the Sendai Framework for Disaster Risk Reduction, SDGs, and Paris Agreement, and building on models like the Australian Disaster Resilience Index (ADRI), INFORM Risk Index, and UNDRR Scorecard.

#### **2. Objectives**

The objective of this consultancy is to design and pilot a national-level framework of resilience indicators, including:

- A clear definition of core resilience components (e.g., social, economic, institutional, environmental).
- A scalable methodology for quantifying and visualizing resilience.
- A framework integrated with existing government monitoring platforms or statistical systems.

#### **3. Scope of Work**

The Consultant will undertake the following tasks:

##### **Phase 1: Framework Development**

- Review existing global and regional resilience assessment tools and methodologies.
- Identify and recommend a set of core and contextual indicators suitable for national application.
- Map existing national datasets for alignment.

##### **Phase 2: Methodology Design**

- Propose indicator definitions, data sources, disaggregation levels, and update frequency.
- Define scoring, normalization, and aggregation techniques.
- Develop a conceptual framework linking coping, adaptive, and transformative capacities.

##### **Phase 3: Pilot and Validation**

- Select 2–3 regions or sectors to test the framework using existing data.
- Facilitate stakeholder consultations to validate the approach.
- Revise the framework based on feedback and lessons learned.

#### **Phase 4: Tool & Documentation**

- Develop a technical user guide/manual for applying the framework.
- Propose a visualization dashboard structure.
- Submit a final report with actionable recommendations.

#### **5. Duration**

The consultancy will be for a period of 24 weeks from the date of commencement.

#### **6. Reporting Line**

The Consultant will report to the Team Lead NatCat, and work in close coordination with government agencies, statistical departments, and technical stakeholders.

#### **4. Key Deliverables (Consultant's fee Lumpsum)**

| <b>Sr No.</b> | <b>Deliverable</b>   | <b>Tentative Time Period<br/>(starting from signing of the Contract)</b> | <b>Payment Milestone<br/>(for consultant's fee)</b>                                  |
|---------------|--|--|--|
| 1             | Inception Report   | 01 week  | 10% upon approval of inception report  |
| 2             | Draft Indicator Framework (Week 10)<br>20%                     | 10 weeks   | 30% upon approval of draft indicator framework                                       |
| 3             | Pilot Testing Report 20%                                       | 14 weeks   | 20% upon approval of pilot testing report  |
| 4             | Final Framework Report   | 20 weeks   | 20% upon approval of final framework report  |
| 5             | User Manual & Tool Templates for conversion into digital tools | 24 weeks   | 20% upon acceptance of user manual & tool template for conversion into digital tools |

## SECTION 5

### Proposal Securing Declaration

*[The Consultant shall fill in this Form in accordance with the instructions indicated.]*

Date: *[insert date (as day, month and year)]*

Proposal No.: *[insert number of Proposal process]*

Alternative No.: *[insert identification No if this is a Proposal for an alternative]*

To: *[insert complete name of Procuring Agency]*

I the undersigned, declare that:

I understand that, according to your conditions, Proposals must be supported by a Proposal Securing Declaration.

I accept that I will automatically be suspended from being eligible for Bidding in any contract with the Procuring Agency for the period of time as determined by the Authority if we are in breach of our obligation(s) under the Proposal conditions, because we:

- (a) have withdrawn or modified our Proposal during the period of Proposal Validity specified in the Form of Proposal;
- (b) Disagreement to arithmetical correction made to the Proposal price; or
- (c ) having been notified of the acceptance of our Proposal by the Procuring Agency during the period of Proposal Validity, (i) failure to sign the contract if required by Procuring Agency to do so or to comply with any other condition precedent to signing the contract specified in the RFP Documents.

I understand this Proposal Securing Declaration shall expire if I am not the successful Service Provider, upon the earlier of (i) our receipt of your notification to us of the name of the successful Service provider; or (ii) twenty-eight (28) days after the expiration of our Proposal.

Signed: *[insert signature of person whose name and capacity are shown]* In the capacity of *[insert legal capacity of person signing the Proposal Securing Declaration]*

Name: *[insert **complete name of person signing the Proposal Securing Declaration**]*

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert **date of signing**]*  
Seal (where appropriate)

**SECTION-6**  
**STANDARD FORM OF CONTRACT**  
**Partial Lump-sum based Contract**

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

**Partial Lump-Sum**

Contract No. # : 005/01/NATCAT

Consulting Services : **Hiring of Individual Consultant – Development of Resilience Indicators for Pakistan**

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

Partial Lump-sum based Contract

THIS CONTRACT ("Contract") is entered on this -- day of the month of----, **2025**, by and between **National Disaster Risk Management Fund** (hereinafter shall be referred to as "Fund/Procuring Agency") having its principal place of business, at 5<sup>th</sup> Floor, EOBI House, Mauve Area, G-10/4, Islamabad, and Mr/Ms.----- (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 -----<br>-- <b>2025</b> ended at completion of <b>24 weeks</b> or any other period as may be subsequently agreed by the parties in writing.   |                |  |             |  |          |  |            |  |              |  |                 |  |
| 3.              | Payments | <p><b>A. <u>Ceiling</u></b></p> <p>For Services rendered pursuant to <b>Annex A</b>, the Fund shall pay the Consultant the <b>Consultancy Fee</b> (Lump-sum) of <b>Pak. Rs. /-</b> (Inclusive of taxes applicable on Consulting Services) <b>upon approval of respective deliverables</b>, as per Payment schedule provided at <b>Annex-B</b></p> <p>Moreover, a lump sum of <b>PKR 300,000/- (PKR only)</b>, against out of Pocket expenses, shall be reimbursed (<b>as per actual</b>) in accordance with the conditions mentioned at <b>Annex-B</b>.</p>  |                |  |             |  |          |  |            |  |              |  |                 |  |
|                 |          | <p><b>B. <u>Payment Conditions.</u></b></p> <p>Payment shall be made in Pak. Rs. not later than thirty (30) days following submission of invoices and/or claims for out of pocket expenses, to the Coordinator designated in paragraph 4, subject to approval of the respective deliverables and/or request for travel alongwith supporting documents (as per actual).</p> <p>Payment to the Consultant shall be made through cross cheque, into his bank account, specified hereunder. All applicable taxes shall be deducted as per rules.</p> <table><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> | Account Title: |  | Account No: |  | IBAN No: |  | Bank Name: |  | Branch Code: |  | Branch Address: |  |
| Account Title:  |          |  |                |  |             |  |          |  |            |  |              |  |                 |  |
| Account No:     |          |  |                |  |             |  |          |  |            |  |              |  |                 |  |
| IBAN No:        |          |  |                |  |             |  |          |  |            |  |              |  |                 |  |
| Bank Name:      |          |  |                |  |             |  |          |  |            |  |              |  |                 |  |
| Branch Code:    |          |  |                |  |             |  |          |  |            |  |              |  |                 |  |
| Branch Address: |          |  |                |  |             |  |          |  |            |  |              |  |                 |  |

|    |                              |   |
|----|------------------------------|---|
| 4. | Project Administration       | <p><b>A. <u>Coordinator</u></b></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 <b>Annex-B</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 attached at <b>Annex-C</b> duly supported with original vouchers/bills.</p> <p>Request for Travel Booking Form as per <b>Annex-D</b> shall be initiated by the Consultant and must be endorsed by the Fund's Coordinator, besides Fund's Coordinator shall obtain approval from the CEO NDRMF on each travel request initiated by the Consultant</p> <p><b>B. <u>Records and Accounts</u></b></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 | 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   |

|     |                                     |   |
|-----|-------------------------------------|---|
|     | in certain activities               | 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><b><u>By Fund</u></b></p> <p>The Fund may terminate this Contract by not less than <b>fourteen (14)</b> 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"> <li>a) If the Consultant does not remedy a failure in the performance of his/her obligations under the Contract, within <b>fourteen (14)</b> days after being notified or within any further period as the Fund may have subsequently approved in writing;</li> <li>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 <b>fourteen (14)</b> days;</li> <li>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</li> <li>d) If the Fund, in its sole discretion, decides to terminate this Contract.</li> </ul> |
|     |                                     | <p><b>By Consultant</b></p> <p>The Consultant may terminate this Contract, by not less than <b>fourteen (14)</b> 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"> <li>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 <b>fourteen (14)</b> days after</li> </ul>   |

|     |                             |   |
|-----|-----------------------------|---|
|     |                             | <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 <b>fourteen (14)</b> 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

-----  
Consultant

### **List of Annexes**

- Annex A: Terms of Reference and Scope of Service
- Annex B: Cost Table & Payment Schedule
- Annex-C Form- Request for Travel Booking *(will be provided at the time of signing of contract)*
- Annex-D Form- Request for Payment of Out of Pocket Expenses *(will be provided at the time of signing of contract)*