

REQUEST FOR PROPOSAL

HIRING OF INDIVIDUAL CONSULTANT

NATCAT SPECIALIST

RFP # 005/10/NATCAT/2025

(Time based)



National Disaster Risk Management Fund (NDRMF)

01 August, 2025

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 – Proposal Securing Declaration-----	10
Section-6 Standard Forms of Contract	11

SECTION-1. LETTER OF INVITATION

National Disaster Risk Management Fund (NDRMF)

RFP No: 005/10/NATCAT/2025

for

HIRING OF INDIVIDUAL CONSULTANT

NATCAT SPECIALIST

Date: 01 August, 2025

1. This Invitation for submission of Proposals follows the Request for Proposals (RFP) Notice No. 005/10/NATCAT/2025 for this assignment which is planned for publication in National Dailies, on the website of PPRA & NDRMF as well as on PPRA's EPAD on 7th August, 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 the position of "**NATCAT Specialist**". 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) as per following schedule. **Proposal must contain Proposal Securing Declaration as per Section-5:-**

Proposals Submission Date & Time	25 th August, 2025 at 1000 hours
Technical Proposals Opening Date & Time	25 th August, 2025 at 1030 hours

6. 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 5th 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 :-

Proposals Submission Date & Time	25 th August, 2025 at 1000 hours
Technical Proposals Opening Date & Time	25 th August, 2025 at 1030 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. 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** to the effect that the applicant has never been blacklisted by any Government/semi-government organization or international donor agency and the information provided in the applicants' proposals are correct and nothing is concealed.
- iv. Copies of **Qualification and experience certificates** in support of the technical qualification of the applicant as required under clause 2.9.3

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. Proposals not submitted through EPAD.
- v. If the applicant was found to have any conflict of interest as per Public Procurement Rules.

2.7. Rights Reserved

the Procuring Agency reserves the right to reject all the proposals, and to annul the Bidding process at any time prior to award of contract, without thereby incurring any liability to the affected Bidder or Bidders.

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. The duration of assignment will be **Six (06) months** 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 Consultant's Fee/ remuneration is: Rs. 3.2 million/- (inclusive of applicable taxes). Additionally, Rs. 1.2 million are fixed for out-of-pocket expenses (field visits). 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
A	Qualification & Experience	60
A-1	Minimum 16 years of education in GIS & Remote Sensing, Geo-informatics, Spatial Data Science, Hazard/NatCat Risk Modeling, or a closely related field. - 16 Years in relevant disciplines =10 Marks - MS/PhD in relevant disciplines = 20 Marks (Provide the documentary evidence to establish said qualification)	20
A-2	Minimum 8 years of relevant professional experience (such as in managing large-scale GIS/RS-based risk assessment projects or data centers Web-GIS, Mobile GIS, and applications involving AI/ML in spatial domains etc.) (Provide the documentary evidence to establish said experience)	40
B	Assessment of Skills & Expertise Applicants must provide documentary evidence to establish the required expertise [to ascertain candidate's performance on the following parameters face to face interaction can also be conducted (if required)]	40
B-1	Proficiency in GIS/IT/SDI infrastructure, Risk Modeling, Resilience Indicator Development and Spatial Analytics.	10
B-2	In-depth knowledge of Hazard modeling (geophysical and hydro-meteorological) and associated GIS/RS tools.	10
B-3	Strong understanding of risk assessment frameworks, including business impact analysis and disaster risk reduction.	7
B-4	Knowledge of government and industry standards for data management and infrastructure operations.	7
B-5	Demonstrated ability to meet deadlines, deliver high-quality outputs under pressure, and work collaboratively with stakeholders.	3
B-6	Excellent communication skills, including the ability to present complex technical information clearly to diverse audiences.	3
Total (A+B)		100

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, 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: _____

Description	Cost
	Pak. Rupees
Contract Cost Breakup	
(1) Remunerations/Fee :	
.1- Per Month Fee (exclusive of applicable taxes)	
.2- Total Fee for the period of 6 months (exclusive of applicable taxes)	
Add GST @ 15%	
Total Remuneration/Fee (Inclusive of applicable taxes)	
(2) Add Out-of-Pocket Expenses (will be reimbursed as per Actual)	1,200,000/-
Total Contract Cost	

Terms & Conditions: -

- i- **Fee of Consultant (per month remuneration) :-** The Consultant shall submit invoice along with required supporting documents on monthly basis as per schedule and the Fund shall make payment against respective invoices, in Pak Rupees within thirty (30) days subject to the acceptance of the activity reports.
- 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

Time-Based Consultant (NatCat Specialist)

- a) **Position Title:** Consultant- NatCat Specialist (National)
- b) **No of Position(s):** One (01)
- c) **Duration:** 06 Months – starting with the date of signing of the contract
- d) **Location:** Islamabad (occasional visits to field)
- e) **Work Methodology:** Time Based (Monthly remuneration)

A. Purpose of the Assignment / Scope of Work:

The Consultant – NatCat Specialist will serve as the Technical Team Lead for the operationalization and advancement of the NatCat Risk Assessment Modeling & Data Centre established at NUST University, H-12 Islamabad, under the auspices of the National Disaster Risk Management Fund (NDRMF). The consultant will be responsible for overseeing technical operations, supervising daily activities, integrating innovative tools such as Artificial Intelligence (AI) and Machine Learning (ML), enhancing existing models including the 'Risk Calculator', and forging linkages with relevant national and international data centers.

This role requires leading the strategic planning, system integration, data processing workflows, and operational management of the center, ensuring it evolves into a high-performing national hub for disaster and climate risk assessment.

B. Duties and Responsibilities:

- i. Lead the development and evolution of NatCat as Pakistan's premier disaster and climate risk modeling application.
- ii. Integrate NatCat with key national and international data systems to improve functionality and interoperability.
- iii. Integrate and sustain linkages of NatCat with iPASS of Planning Commission / P&D Departments for risk informed project screening, approval and monitoring.
- iv. Spearhead the application of AI/ML technologies to create innovative, data-driven tools for risk-informed policy and planning.
- v. Guide the transformation of NatCat into a user-focused product and service platform, offering tailored solutions to a diverse range of users.
- vi. Ensure robust data security and implement comprehensive operational controls.
- vii. Collaborate with stakeholders to develop business cases for infrastructure upgrades and architecture enhancements.
- viii. Build the internal capacity of NDRMF and NatCat teams in hazard, exposure, vulnerability, and risk/loss assessment methodologies.
- ix. Oversee the planning and continuous development of the GIS Data Centre, aligning it with NDRMF's broader planning, DRR, CCA and DRF agenda.
- x. Apply systems thinking and lean approaches to improve the efficiency and scalability of the NatCat Risk Modeling system.
- xi. Provide overall technical management of the Data Centre, ensuring service-level compliance and adherence to NDRMF policies.
- xii. Ensure that operational procedures, workflows, and user protocols align with NDRMF's SOPs and strategic objectives.

- xiii. Manage budgets for staffing, projects, and technical support, ensuring compliance with procurement and financial procedures.
- xiv. Prepare biweekly/monthly technical progress reports, including updates on capacity-building and awareness activities.
- xv. Maintain a configuration management system to document all software/hardware changes and ensure accountability.
- xvi. Develop and implement data access policies and SOPs for different tiers of users, ensuring secure and efficient dissemination.
- xvii. Adopt and customize geo-spatial and Spatial Data Infrastructure (SDI) standards and guidelines for data collection, storage, processing, visualization, and product development.
- xviii. Ensure compliance with relevant national regulations and protocols related to geospatial data and mapping.

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.: *[005/10/NATCAT/2025]*

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

Time based Contract

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

Time Based

Contract No. # : 005/10/NATCAT/2025

Consulting Services : **Hiring of Individual Consultant – NATCAT 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

Time 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 5th 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 in Terms of Reference “Annex-A” and as assigned by the Fund during the contract agreement.												
2.	Term	The Consultant shall perform the Services, commencing from ----- -- 2025 ended at completion of 06 months 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 the TORs, the Fund shall pay the Consultant the total Consultancy Fee of Pak. Rs. -----/- [PRK ---- (Inclusive of taxes applicable on Consulting Services)] monthly <i>(in 06 equal monthly installments)</i> upon submission of the respective invoices & activity reports by the Consultant and approval of the same by the Competent Authority as per Payment schedule provided at Annex-B Moreover, a lump sum of PKR /- (PKR only) , against out of Pocket expenses, shall be reimbursed (as per actual) in accordance with the conditions mentioned at Annex-B . Maximum Payment shall not exceed PKR Rs. /- (PKR only). ”												
		B. <u>Payment Conditions.</u> Payment shall be made in Pak. Rs. not later than thirty (30) days following submission of per month 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). 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. <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>A. <u>Coordinator</u></p> <p>The Fund designates Manager DRR 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 along with per month activity report 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 approval by the Competent Authority.</p> <p>The Consultant will submit claims for reimbursable to Fund's Coordinator, as per prescribed format attached at Annex-C duly supported with original vouchers/bills.</p> <p>Request for Travel Booking Form as per Annex-D shall be initiated by the Consultant and must be endorsed by the Fund's Coordinator, on each travel request initiated by the Consultant</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 fourteen (14) 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 fourteen (14) 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 fourteen (14) 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 fourteen (14) 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 fourteen (14) 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 fourteen (14) 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)*