



NDRMF

National Disaster Risk Management Fund
A company set up under section 42 of the Companies Act, 2017
Making Pakistan Resilient

REQUEST FOR EXPRESSIONS OF INTEREST

**Hiring of Consulting Firm for Development of a Digital Guidebook on
Climate Finance Instruments for Pakistan**

REOI # 002/48/Proc-I

National Disaster Risk Management Fund (NDRMF) is a government-owned not-for-profit company, incorporated with the Securities and Exchange Commission of Pakistan, under Section 42 of the Companies Act, 2017, invites Expression of Interest (EOI) from reputable Consultancy Firms for **"Development of a Digital Guidebook on Climate Finance Instruments for Pakistan"**, having registration with Income & Sales Tax Departments for providing services and fulfill the requirements mentioned in the EOI document and Terms of References (TORs). Method of selection will be **Quality & Cost Based Selection (QCBS)** as per Public Procurement Regulations 2010 and Public Procurement Rules, 2004.

2. EOI Document consisting of **"Instructions to Consultants"** and **"Terms of References"** for the said activity are available (free of cost) at PPRA's Website i.e. www.ppra.org.pk and NDRMF's Website i.e. www.ndrmf.pk. Further information may be obtained at the address given below during office hours.

3. Firms are required to submit their EOIs, prepared in accordance with the EOI Document, through **PPRA EPAD System** (www.eprocure.gov.pk) as per following schedule:-

EOI Submission Date & Time	20 October, 2025 at 1100 hours
EOI Opening Date & Time	20 October, 2025 at 1130 hours

4. Firms 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,
5th Floor, EOBI House, Mauve Area G-10/4, Islamabad.
Ph: +92(51)9108300 Ext: 415
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EXPRESSION OF INTEREST DOCUMENT

“Hiring of Consulting Firm for Development of a Digital Guidebook on Climate Finance Instruments for Pakistan”

(REOI for Quality and Cost Based Selection Method)



National Disaster Risk Management Fund

SECTION I: INSTRUCTIONS

National Disaster Risk Management Fund
REOI # 002/48/Proc-I
for

Hiring of Consulting Firm for Development of a Digital Guidebook on Climate Finance Instruments for Pakistan

Date: 29/09/2025

1. NDRMF invites eligible and reputable “Consultancy Firms for Development of a Digital Guidebook on Climate Finance Instruments for Pakistan”.
2. Eligible Consultants should submit Expression of Interest (**EOI**) in English language along with relevant complete details of their qualification and experience as requested hereunder: -

a) Basic Information: -

- i. Name, address, Phone, Fax and E-mail address
- ii. postal and telegraphic address for the head office, branch offices and contact personnel

b) Mandatory Criteria: -

- i. Firm’s Registration with authorized Government Department(s) as Legal Entity–
Provide Copy
- ii. Having registration with Income & Sales Tax Departments – **Provide the copy of Tax registration certificates for both**
- iii. Active on Income & Sales Tax (**Provide ATL status**)
- iv. Affidavit 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 is correct.

c) Parameters for Evaluating EOI Responses: -

Interested **Firms/JV** are required to demonstrate/provide requisite information to prove their qualification/eligibility to perform the assignment. **The short-listing criteria are:**

Technical Competence: - [Max. Score = 60]

- The firm must have minimum **Five (05) years** of experience of working in the fields of climate finance, public financial management, or climate policy development.
- Proven track record in developing climate finance tools, knowledge products, or strategic guidance documents.
- Knowledge and understanding of engagement/ involvement with international and national climate finance mechanisms, including International Financial Institutions, Islamic finance, blended finance, instruments, and other innovative instruments.
- Experience of using relevant tools such as climate budget tagging, project appraisal systems, GHG accounting frameworks, and developing digital platforms.
- Experience working with government institutions in Pakistan, particularly the Ministry of Finance, Ministry of Planning and Special Initiatives, Ministry of Climate Change, and Economic Affairs Division will be an added advantage.

Management Competence: [Max. Score = 30]

- The prospective Firm should provide complete corporate profile indicating years of operations, management systems, complete organogram along with availability and number of experienced professionals /experts as per the TORs. Brief CVs of the proposed technical experts shall be submitted (*CVs of the experts shall not be evaluated at EOI stage, detailed CVs of the experts, as per TORs will be required at RFP stage and evaluated therein*).

Financial Soundness: [Max. Score = 10]

- Latest audited financial statements from the last **three (03) years** of the Consultancy Firm will be required to check Financial Soundness (*The firm's net worth for the last three years, calculated as the difference between total assets and total liabilities, should be positive*).
3. Interested Firms/JV 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.**
 4. Firms/JV are required to **submit their EOIs through PPRA EPAD system (www.eprocure.gov.pk)**. Kindly note that evaluation will be made on the EOI submitted only at EPAD system hence EPAD System must be used for submission of EOIs.
 5. Firms interested to participate in a Joint Venture should submit all the required information as per above parameters in respect of each partner, which shall be assessed independently regardless of capacity/experience of the other partner. For firms who shall be in an arrangement of sub-consultant association, only the experience and capacity of lead firm, shall be assessed. However, such arrangement should be clearly mentioned in Expressions of Interest Response. The firms participating as sub-consultant association formation, the registration documents as required above, are required to be provided in respect of all partner firms confirming their eligibility.
 6. In the case of a Joint Venture, several are required: a power of attorney for the authorized representative of each JV member, and a power of attorney for the representative of the lead member to represent all JV members.
 7. 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.
 8. Any further information/clarification can be sought.

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SECTION II: TERMS OF REFERENCE

Consultancy Firm for Development of a Digital Guidebook on Climate Finance Instruments for Pakistan

Under the Project Preparation Facility (PPF)

1. Background

National Disaster Risk Management Fund is a government-owned not-for-profit company incorporated with the Securities and Exchange Commission of Pakistan, under Section 42 of the Companies Act, 2017, in December 2016. It is a non-banking financial intermediary with a corporate structure, having an objective to reduce the socio-economic and fiscal vulnerability of the country and its population to natural hazards and climate change, through financing investments in disaster risk reduction and preparedness that have high economic impacts. As a national entity, it operates across Pakistan, financing and implementing projects that strengthen climate resilience and disaster preparedness. NDRMF has successfully developed an institutional structure that not only ensures sound decision-making but also expedites the implementation of key initiatives. This framework equips NDRMF with the agility to respond promptly to evolving challenges and seize opportunities for enhancing inclusive resilience. By maintaining a focus on effectiveness and efficiency in its operations, NDRMF plays a crucial role in advancing the nation's readiness and resilience in the face of disasters and climate change.

Climate finance plays a pivotal role in supporting countries' efforts to mitigate and adapt to climate change. However, access to, understanding of, and effective deployment of climate finance instruments remain limited across various stakeholders due to number of structural and conceptual challenges. Pakistan is highly vulnerable to climate change impacts, with increasing frequency and intensity of floods, droughts, heatwaves, and glacial melt. Mobilizing and managing climate finance is critical to support the country's climate-resilient development agenda, including commitments under the Nationally Determined Contributions (NDCs) and the National Adaptation Plan (NAP). While various domestic and international climate finance sources exist and further evolving, stakeholders often face challenges in understanding, accessing, and utilizing appropriate instruments. There is a critical need to consolidate this knowledge into a Digital Guidebook on Climate Finance Instruments tailored to Pakistan's institutional, regulatory, and financial context.

To address this, a comprehensive, user-friendly Digital Guidebook on Climate Finance Instruments is planned. This guidebook will serve as a practical resource for policymakers, financial institutions, development partners, and private sector actors seeking to understand, utilize climate finance mechanisms into their climate action projects and programmes.

2. Objectives

The purpose of this assignment is to engage a firm under PPF to develop a practical, digital, and user-friendly **Guidebook on Climate Finance Instruments** that:

- Provides a comprehensive overview of key public, private, and blended climate finance instruments contextualized in the evolution of international climate finance mechanisms.
- Offers guidance on accessing and deploying these instruments.
- Features case studies, toolkits, and decision-making frameworks.
- Informs policymakers, public finance managers, and private sector actors about available climate finance instruments.
- Supports alignment of these instruments with Pakistan's climate priorities and investment needs.
- Enhances institutional capacity for accessing, blending, and deploying climate finance effectively.
- Supports capacity building and policy development in climate finance.

3. Scope of Work

3.1 Duration

The assignment is expected to be completed within **four (4) months** from the date of contract signing.

3.2 Tasks and Deliverables

The Consultant Firm will be responsible for the end-to-end development of the guidebook, including the following tasks:

i. Content Development

- Review of existing literature and databases on climate finance instruments.
- Identify and profile relevant instruments (grants, concessional loans, green bonds, guarantees, equity instruments, and carbon financing instruments etc.).
- Identify and map climate finance instruments relevant to Pakistan, including:
 - Multilateral funds (e.g., GCF, GEF, CIF, AF, FID)
 - Bilateral finance (e.g., GIZ, JICA, UK International Climate Finance)
 - Development finance institutions (e.g., World Bank, ADB, AIIB)
 - Domestic sustainable financing instruments (e.g., green sukuk, budget tagging)
 - Private sector mechanisms (e.g., green bonds, ESG funds)
- Provide detailed guidance on:
 - Instrument characteristics (origin, type, scale, purpose).
 - Access requirements and processes (eligibility, viability and investment criteria).
 - Suitability across sectors and geographies in line with national climate action and sustainable development priorities.
 - Key stakeholders and partnerships.
- Include illustrative case studies and good practices.
- Develop decision-support tools (e.g., selection matrix, eligibility checklists).

ii. Digital Design and Development

- Design a user-centric, web-based digital platform.
- Design a printout version for easy reference.
- Ensure the platform is mobile-responsive and accessible.
- Integrate search and filter functionalities for easy navigation.
- Include options for periodic updates and content management.

iii. Stakeholder Engagement

- Stakeholder dissemination workshop and Event Report.

A dissemination workshop to be organized for stakeholders from the govt, international organizations, and private sectors. The sole responsibility of planning/ designing the workshop, setting the workshop agenda and contents, developing subject matter and learning/ dissemination objectives, deciding on the resource persons, and writing the report for the workshop will be with the consultant firm while NDRMF will only be providing logistics and associated costs.

Deliverables and Expected output:

Sr No.	Deliverable	Time Period (starting from signing of the Contract)	Payment Milestone
(i)	Inception Report with detailed work plan and annotated outline	Week 01	—
(ii)	Draft research based content for Guidebook	Week 04	10% upon approval
(iii)	Beta Version of Digital Guidebook/ user-centric digital platform	Week 08	30% upon submission

(iv)	Final Digital Guidebook with User Manual/ user-centric digital platform	Week 12	–
(v)	Presentation of Final Product	Week 13	40% upon submission on Deliverable (iv) and completion of presentation
(vi)	Stakeholder Dissemination Workshop & Event Report	Week 16	20% upon completion and approval
	Total	16 Weeks	100%

4. Qualification and Experience

Technical Competence:

- The firm must have minimum **Five (05) years** of experience of working in the fields of climate finance, public financial management, or climate policy development.
- Proven track record in developing climate finance tools, knowledge products, or strategic guidance documents.
- Knowledge and understanding of engagement/ involvement with international and national climate finance mechanisms, including International Financial Institutions, Islamic finance, blended finance, instruments, and other innovative instruments.
- Experience of using relevant tools such as climate budget tagging, project appraisal systems, GHG accounting frameworks, and developing digital platforms.
- Experience working with government institutions in Pakistan, particularly the Ministry of Finance, Ministry of Planning and Special Initiatives, Ministry of Climate Change, and Economic Affairs Division will be an added advantage.

Management Competence:

- The prospective Firm should provide complete corporate profile indicating years of operations, management systems, complete organogram along with availability and number of experienced professionals /experts as per the TORs.

Financial Soundness:

- Latest audited financial statements from the last **three years** of the Consultancy Firm will be required to check Financial Soundness (*The firm's net worth for the last three years, calculated as the difference between total assets and total liabilities, should be positive*).

5. Conflict of Interest and Ethics

Consultant firms must disclose any actual, perceived, or potential conflicts.

6. Confidentiality and Data Ownership

All data, materials, and reports generated will be the sole property of NDRMF and must be promptly submitted as required. Unauthorized use of information is strictly prohibited.

7. Key Experts of the Consultancy Firm

S#	Key Experts	Expertise and Experience
1	Climate Finance Expert	<p>Qualifications: Advanced degree (Master's or higher) in Climate Finance, Finance, Development Finance, Public Financial Management, or a closely related field(s).</p> <p>Experience & Expertise: The selected consultant(s) must have minimum Eight (08) years' experience of working in the fields of climate finance, public financial management, or climate policy development. Proven track record in developing climate finance tools, knowledge products, or strategic guidance documents with strong familiarity with international and national climate finance mechanisms.</p>
2	Environmental Economics Expert	<p>Qualifications: Advanced degree (Master's or higher) in Environmental Economics, Ecological Economics, Development Finance, Resource Economics, or a closely related field(s).</p> <p>Experience & Expertise: Must have minimum Eight (08) years of experience of working in the economic analysis of environmental policies, climate adaptation and mitigation impacts, valuation of ecosystem service, public financial management, or climate policy development.</p>
3	Digital Platform Developer / UI-UX & Web Portal Expert	<p>Qualifications: Bachelor's degree or higher in Computer Science, Software Engineering, Information Technology, or a closely related field. Certification or formal training in UI/UX design, web development, or responsive website design is desirable.</p> <p>Experience & Expertise: Minimum five (05) years of professional experience in designing and developing user-friendly digital platforms or public-facing websites/web portals. Demonstrated expertise in:</p> <ul style="list-style-type: none"> • Designing intuitive and visually appealing user interfaces for general public users. • Building searchable, filterable, and easily navigable content platforms. • Developing responsive websites optimized for mobile, tablet, and desktop use. • Creating interactive features (e.g., dynamic forms, maps, content viewers) that improve user engagement. • Creating and embedding interactive PDFs for web-based use. • Integrating content management systems (CMS) to support regular content updates and role-based user management. <p>Proficiency in web technologies including HTML5, CSS3, and JavaScript frameworks (such as React, Vue, or Angular).</p> <p>Understanding of web accessibility standards (e.g., WCAG) and best practices for cross-browser and cross-device compatibility.</p> <p>Experience in developing websites for public awareness, outreach, or knowledge dissemination will be an added advantage.</p>