

TORs/Request for Proposals (RFP)
Pakistan Italy Debt for Development Swap Agreement (PIDS) Program for Impact Evaluation

Mandatory Eligibility Criteria Checklist

Before the consultant submits their proposals within the stipulated time mentioned in this Request for Proposal (RFP) document, bidders are required to make sure that following mandatory requirements of this RFP document are fulfilled. **These requirements must be furnished at the time of submission of Proposal.**

Non-submission of any one of the following applicable requirements shall result in disqualification:

| # | Mandatory Eligibility Criteria Checklist | Mark <input checked="" type="checkbox"/> / <input type="checkbox"/> |
|----|--|--|
| 1. | Proof of Certificate of Incorporation or Registration or equivalent | |
| 2. | Proof of NTN Certificate (If Applicable, please check <input type="checkbox"/> , otherwise put a Cross <input type="checkbox"/> in the Mark Column) | |
| 3. | Proof of GST Certificate (If applicable, please check <input type="checkbox"/> , otherwise put a Cross <input type="checkbox"/> in the Mark Column) | |
| 4. | Proof of FTN Certificate/Tax Exemption Certificate (<i>for public sector entity</i>) ,(If applicable, please check <input type="checkbox"/> , otherwise put a Cross <input type="checkbox"/> in the Mark Column). | |
| 5. | Original affidavit (not older than one month) on Stamp Paper(s) of worth Rs.100 or more that Consultant is not insolvent, bankrupt and is not blacklisted or debarred from any Court of Law, PPRA, Government, Semi-Government, Private, Autonomous Body or any other International Organization/Entity. | |
| 6. | Original affidavit (not older than one month) on Stamp Paper(s) of worth Rs.100 or more that the bidder is tax payer and has submitted its tax return for the preceding fiscal year. Tax payer list serial number (downloadable from FBR's website) is also to be mentioned. | |
| 7. | <u>Two Separately Sealed Envelopes:</u> 1. Technical Proposal alongwith Form B1 to B5 2. Financial Proposal along with Form C1 to C3 | |

Request for Proposal (RFP)

Location: Pakistan, countrywide
Application Deadline:
Type of Contract: Service contract
Languages Required: English
Starting Date:
Duration of Contract: 6 months.

1. Background/Context:

In compliance with the Agreement on the “Debt-for-Development Swap”, between the Government of the Republic of Italy and the Government of the Islamic Republic of Pakistan, signed in Islamabad on the November 4th, 2006 and entered into force in 2009, Ministry of Economic Affairs established a Counterpart Fund (CF) named “Pakistan-Italian Debt Swap Counterpart Fund” and the related Management Committee (MC). A Technical Support Unit (TSU) was also established to support the MC in performing its duties. Due to some administrative reasons the role of TSU temporarily assigned to Joint Temporary Team (JTT) established with the approval of Management Committee (MC) of PIDSA.

The Program has a total volume of 26,521,802.25 USD plus 58,744,266.41 Euro, approximately (PKR 8,276 billion). The program is successfully being implemented since 2009 which is expected to be ended by 30th April, 2023.

However, due to accumulated delays, an extension until 31st December, 2023 is under consideration by the Management Committee, which is the highest decision-making body chaired by H.E the Italian Ambassador in Pakistan and Secretary, Ministry of Economic Affairs, the Provincial P&D Departments are the members of the MC.

2. Objectives of the Assignment:

The external consulting firm - selected through a competitive bidding process - will have the objective of assessing the overall impact of the program, with attention to the effectiveness of each single funded initiative.

In particular the consultant shall:

- Assess the results of each completed and ongoing project to verify efficiency and effectiveness of implementation;
- Evaluate the impact of each single initiative, and of the program as a whole, compared to national development indicators (Pakistan vision 2025) and the Millennium Development Goals (MDG’s) or SDG’s, to which each initiative is functionally linked;
- Provide elements to EAD for the preparation of a road map to design an institutional building program to increase the planning, monitoring and evaluation capacity of similar programs, to be eventually implemented in full coordination with the Ministry of Planning.

4. Methodology

Each applicant, in its technical offer, will submit a methodology for the development of the overall assignment, together with a separate financial offer.

The Assignment will consist in three phases:

- i) Desk review of projects documentation available at PIDSA/TSU: project documents and contracts, progress reports, financial reviews & audit reports, evaluation reports and other documents produced by the TSU or JTT in hard and soft form. In order to acquire a comprehensive vision of the PIDSA program, the consultant will also analyse all documents submitted to the Management Committee and resulting recommendations.
- ii) Field visits to project sites (completed + on-going projects), interacting with local stakeholders and beneficiaries, for qualitative and quantitative assessment of project results and the overall projects' impact against pre-identified Key Performance Indicators (KPIs) linked to those included in "Pakistan Vision 2025" and the MDGs and/or the SDGs as appropriate. The consultant in its offer will detail the procedure to identify relevant KPIs to be used for impact assessment of each initiative.

Intervention sectors currently considered by the TSU or JTT– subject to be modified during inception phase of the assignment - are as it follows:

- Education, vocational training;
- Health, including relevant infrastructure and social services;
- Livelihood improvement, poverty alleviation, protracted relief, emergency, WASH, and community development;
- Sustainable development: rural development, agriculture, business, services and relevant infrastructure (e.g. irrigation);
- Post flood rehabilitation, including infrastructure;
- Environment, Energy, climate change and reforestation;
- Cultural heritage and tourism;
- Institutional building.

- iii) Data analysis, validation and reporting through active interaction with TSU or JTT, EAD officers, AICS (Italian Cooperation) officers and in line ministries, as appropriate and required.

The following criteria and aspects will be considered in developing the consultancy:

- Criteria of economy, which implies that the resources used by the projects are/have been appropriate in quantity and quality at the best price and time.
- Efficiency factors, concerned with the best relationship between resources employed against the implementation of planned activities.
- Effectiveness factors, related to the appropriateness of implemented activities to achieve expected results and ensure long-term sustainability. The analysis of the effective institutional involvement, commitment and ownership is a substantial aspect to be reported.
- The appropriateness, efficiency and quality of the audits performed to attaining the budget cancellation.
- Gender Aspects. As per International standards, Govt. of Pakistan and Govt. of Italy's standards and procedures and practices, gender aspects of each single initiative are to be duly analysed and reported.

Stakeholder participation is key and critical to this Performance Assessment exercise (and the overall assignment), and shall be conducted in compliance with the principles of participatory evaluation, facilitating the meaningful involvement of program partners, beneficiaries and other interested parties.

The assignment will be conducted with specific focus on small holders, in a perspective of an inclusive pro-poor approach.

The methodology will report on information collection, development of findings, reporting and results dissemination.

The Consultant Company will build on lessons learned by other program and projects and on existing program reviews and procedures, so as to avoid duplications and maximize its efficiency, and will provide a viable model for featuring a unitary analysis of PIDSA program portfolio.

5. Scope of Work:

Scope of Work for *impact evaluation* is determined by the factors:

1. **Status of the project implementation:** Only few projects are not completed.
2. **Projects Geographical Area:** PIDSA program is implemented in all four provinces of Pakistan, Azad Jammu & Kashmir and Gilgit & Baltistan. Moreover, some projects are implemented in Federally Administered Tribal Areas (FATA) and Islamabad Capital Territory (ICT).
3. **Projects Sectoral Distribution:** PIDSA program projects are of diversified nature, the sectors include Rural Development, Micro-Credit, Agriculture, Health & Education, Environment, Infrastructural Development, Cultural Heritage and civic facilities. This fact entails that the consultancy firm must have Projects/program Monitoring & Evaluation capacities. Besides this, financial record analysis or review will be a regular feature.
4. **Monitoring, Evaluation, Impact Assessment and post Physical Inspection:** As already described that PIDSA program is implemented through different schemes a robust Monitoring mechanism will be adopted by the selected consultant. This framework includes Result Based Monitoring & Evaluation, post project evaluation and impact assessment against project goals, objectives & indicators. Physical inspection of all projects is compulsory.

GEOGRAPHICAL DISTRIBUTION OF PIDSA PORTFOLIO

| Provinces/Region | No of projects |
|---|----------------|
| N = Federal Projects | 2 |
| P = Punjab | 12 |
| B = Baluchistan | 5 |
| S = Sindh | 7 |
| I = Islamabad Capital Territory | 2 |
| K = Khyber Pakhtunkwa | 14 |
| F = FATA, Federally Administered Tribal Areas (Merged Districts) | 2 |
| G = Gilgit Baltistan | 2 |
| A = Azad Kashmir | 2 |
| Total | 48 |

THEMATIC DISTRIBUTION OF PIDSA PORTFOLIO

| Intervention Sector/Cluster | No of projects |
|---|----------------|
| E = Social Services and Facilities (Education) | 7 |
| A= Sustainable Rural Community Development (Agriculture) | 2 |
| I = Sustainable Economy (Infrastructure) | 8 |

| | |
|---|-----------|
| L = Sustainable Economy & Training (Livelihood skill generation) | 6 |
| V = Environment Protection | 3 |
| C = Community Development & Culture Heritage | 10 |
| H = Social Services and Facilities (Health) | 11 |
| B = Technical Assistance & Institution building- (TSU) | 1 |
| Total | 48 |

Scope of work is further organized in **Annex-1**

6. Tasks

The PIDSA Performance Assessment will be carried out in conformity with the principles, standards and practices in use by the Int. Organizations, the Government of Pakistan, the Italian Development Cooperation Agency and in accomplishment with the PIDSA Implementation guidelines and the Financial Management Guidelines (FMG).

Indeed, the tasks assigned to the consultant should include all activities needed to the finalization of the “consultancy report”, as detailed in the dedicated section.

Task 1- Desk evaluation and analysis

Activities (subject to refinements during inception phase):

- Desk review of projects documentation available at PIDSA: project documents and contracts, progress reports, evaluation reports and other documents produced by the TSU. This will include the analysis of working papers prepared for the Management Committee and the minutes of the meetings with relevant recommendation to the TSU, the analysis of the follow up given by the TSU to the recommendations of the MC.
- Identify a set of relevant sectoral key performance indicators (KPIs) functionally linked to PIDSA intervention sectors, MDG/SDGs and national development goals. For this activity, we assume that the indicators and targets included in the “Pakistan vision 2025” are to be disaggregated, through consultation with relevant ministries, and that appropriate sources of statistical (secondary) data consistent with PIDSA intervention sectors and individual projects (eg national statistics etc.) are to be identified and collected.
- Propose to the TSU an operational framework practically (numerically) linking the results of each implemented projects to relevant “Pakistan vision 2025” and MDGs/SDGs targets.
- In close coordination with the TSU or JTT, prepare a preliminary grid to calculate the contribution of each single project to the achievement of relevant national targets. The data will be then aggregated according to PIDSA intervention sectors and linked to national development goals and MDGs/SDGs.
- Highlight missing data in the projects reports needed for the comprehensive assessment of the results for each single initiative and prepare a check-list to be used during field visits.
- Needs analysis for a comprehensive institutional capacity program to increase planning, monitoring and evaluation capacity of EAD to run complex programs, and potential partnership with other online ministries (e.g. Ministry of Planning).

Task 2 – Analysis of financial aspects and debt cancellation process

Activities (subject to refinements during inception phase):

- Review of financial and audit reports available so far
- Analysis of strengths weaknesses opportunity and threats (SWOT) in the audit and cancellation operations and recommendation on the improvement of the procedure.

- Identification and analysis of lessons learned and recommendations for guiding Management Committee (MC) and implementation team for greater effectiveness in the future.

Task 3 – Projects field evaluation

The purpose of this task is the qualitative and quantitative assessment of project results and the overall projects impact against pre-identified key performance indicators sector wise, in full coordination with local stakeholders and beneficiaries.

Activities (subject to refinements during inception phase):

- Analysis of projects features and appropriateness to local condition and circumstances. Report on main planning and implementation gaps;
- Analysis of project results against pre-identified sectoral KPIs (coming from the desk review phase). Identification/validation of project beneficiaries and baseline;
- Critical analysis of implementation and institutional arrangements and effectiveness;
- Considerations on social and financial sustainability (likelihood that the project is self-sustained in terms of financial and/or social returns);
- Identification and evaluation of project potential for future expansion (up-scaling), functionally linked to ownership and commitment of beneficiaries;
- Preliminary analysis of project expenditures not yet audited, and considerations to support the TSU and the formal audit bodies to expedite the process;
- Identification and analysis of best practices and lessons learned from each single initiative.

7. Deliverables:

- Inception report**, no format is suggested. The inception report consists essentially in the work plan proposed by the consultant to develop the assignment; arrangement for the desk review and collection of other documents needed, institutional meetings, field visits scheduling and organization, technical expertise proposed, logistics, key assumptions.
- Interim report**, no format is proposed. Scope of the interim report is to inform on the progress of the consultancy, main constraints encountered and remedial actions proposed, validation of main assumption reported in the inception report. Based on this report, a work session will be organized by the TSU with EAD and the AICS office to discuss on the support needed by the consultant to eventually address encountered constraints and agree a format for the final report.
- Final report** including the comments/observations received by EAD and AICS during the discussion of the interim report.

The final report will follow, but is not restricted to, the following outline:

- Executive Summary;
- Purpose and scope of the assignment; including applied methodology, KPIs used and targeting, challenges encountered;
- Summary description of all implemented projects, results and relevance in the local context and intervention sector;
- PIDSA impact evaluation and its contribution to the achievement of national development goals (by sector and by region, including numerical analysis, graphics maps etc.);
- Validation of the financial control and reporting system applied and its consistency with the cancellation process;

- Effectiveness of swap agreements (on budget support) compared to traditional development programs (extra budgetary support);
- Consideration on the validation and reliability of the unitary program assessment approach and recommendations for the implementation of similar programs, including a critical analysis of current institutional capacity of EAD for efficiently running such programs.

Annexes to the final report:

- i) Projects evaluation sheets, detailing results achieved vs expected; relevant KPIs and targeting;
- ii) A brochure on main achievement of PIDSA related to national development goals and appropriateness of debt swap as a financing tool;
- iii) A comprehensive set of best practices applied by the financed projects and lessons learned, in a form that can be published by PIDSA for information and dissemination;
- iv) A road map for the design of a comprehensive institutional capacity program (needs assessment + assumptions) to be eventually run by EAD for the management of similar program in coordination with the Ministry of Planning (perhaps a joint task force);
- v) List of consulted studies, reports and documents for the assignment, other than those produced by PIDSA;
- vi) Comprehensive lists of institutions and persons met (projects, in line ministries, local authorities).

Other annexes to the main report are at the discretion of the consultant, should the need/opportunity arise during the implementation of the assignment.

d) A summary report in Power Point format

All documents, files, text + annexes, should be delivered in soft copies on a CD ROM or a flash drive. Main report and annexes will also be delivered in five (5) hard copies.

8. Implementation arrangements

The Performance Assessment Team’s focal person will work under the direct coordination of the TSU/JTT and in liaison with EAD/Secretariat and AICS.

He/she will have:

- The overall responsibility for the Deliverables;
- Guidance function throughout all phases of the assignment;
- The supervision responsibility in the conduction of the program performance assessment;
- To overseeing the day-to-day management of operations, the development of results, and the production of deliverables in accordance with the agreed requirements;
- To approve all deliverables.

9. Consultant’s qualification and experience and modalities for participation.

Eligible entities for the assignment should be registered bodies in Pakistan (profit or non-profit). Public technical institutions having in their mandate the provision of specialized technical services to the public could also apply. Applicants must demonstrate experience in similar assignments for a minimum of 15 years.

The consultant must use a multi-disciplinary team comprising staff with capacity in agricultural and environmental economics, agronomy, rural engineering, civil engineering, health, law, sociology, accounting and audit, rural development and conservation agriculture, agri-business, climate change resilience and on any other related issues in the context of the PIDSA intervention sectors.

10. Rules & Regulations Governing the Bidding process:

The whole process of bidding for selection of Consultant will be governed by the Procurement of Consultancy Services Regulations, 2010 framed under section 27 of the Public procurement Regulatory Ordinance, 2002 (XXII of 2002) and amended thereafter. Technical Support Unit of PIDSA is following Quality based Selection Method provided under the Regulations. Therefore, evaluation of the Technical and Financial proposals will be carried out in two stages- First the Technical proposal will be evaluated and the Financial proposal of technically responsive highest consultant firm will be opened in the presence of the applicants or their representative. The Consultant are required to submit their technical and financial proposals in separately sealed envelopes (Further Details as mentioned at Sr. No. 16)

11. Language of the Proposal

The proposals prepared by the consultant and all correspondence and documents relating to the proposal exchanged between the consultant and EAD-PIDSA shall be in writing and in English Language.

12. Proposal Currency

All prices shall be quoted in Pak Rupees (PKR) and all payments will be made in PKR to the Consulting Company, through banking channel in the designated bank.

13. Taxes

The quoted costs should be inclusive of all applicable (direct & indirect) taxes. The financial bid will be scored based upon the bid amount inclusive of all taxes.

14. Validity of Bids:

The validity of the technical & financial proposals shall be Ninety (90) days from the date of advertisement.

15. Proposed Contract

Since timeline for reporting, desired deliverables and scope of work are clearly laid down; therefore, Ministry of Economic Affairs (Technical Support Unit of PIDSA) would like to engage the successful Consulting Company for the contract on lump sum basis.

16. Proposal Submission:

Within 15 days of receiving this request, the applicant has to submit:

- 1. Technical Proposal** (containing no financial proposal information): The technical proposal, describing precisely its relevant experience with start & end dates of assignments, technical approach to be adopted by the firm in detail, geographical

coverage, sartorial coverage and capacities in Programs/projects Monitoring & Evaluations, Impact evaluations, CV's of the experts. The technical proposal must be sealed in separate envelope clearly marking "Technical Proposal". **The technical proposal forms B1 to B5 must be filled and signed and attached with "Technical Proposal"**

2. **Financial Proposal:** this separate envelope will contain similar marking as "Financial proposal" with full coordinates on it. The financial proposal must contain a table in MS. Word or Excel format containing budgets in Human Resources, Fees, logistics and admin expenses, travelling costs and other related expenses. All this information must be detailed on activity cost basis. The financial proposal must be sealed in separate envelope clearly marking "Financial Proposal". **The financial proposals forms C1 to C3 must be filled and signed and attached with "Financial Proposal"**. No block budgeting will be acceptable.

17. Selection Criteria:

Technical Proposal:

Evaluation of Technical Proposals

During the technical evaluation no amendments in the proposals shall be permitted. The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria and point system specified in the RFP document. Each responsive Proposal will be given a technical score. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP and particularly the eligibility criteria or if it fails to achieve the minimum qualifying technical score indicated in the RFP document. The Bidders who obtain at least 40 out of 60 marks in technical evaluation criteria will qualify and financial proposals would be opened only for technically qualified Bidders.

Financial proposals of those Consultants obtaining less than 40 marks out of 60 in Technical Evaluation shall remain un-opened and will be returned to the Consultants. An evaluation committee appointed by the EAD or MC as the case may be will evaluate the technical proposals on the basis of their compliance with the RFP and by applying the evaluation criteria and the point system, specified below:

| Sr# | Parameter | Maximum Marks | Explanations |
|-----|---|---------------|--|
| 1 | Previous Experience of Similar Projects | 20 | a) 1 similar project = 5 marks b) 2 to 4 similar projects = 10 marks c) 5 to 7 similar projects = 15 marks d) More than 7 similar projects = 20 marks |

| | | | |
|---|---|----------|--|
| 2 | Resource position | 20 marks | a) Agricultural, Agronomy & Environmental Economists = 4 marks b) Rural and Civil Engineers = 4 marks c) Health, Law, Accounting & Audit Experts = 4 marks d) Rural Development, Agri-business & Climate-Change Experts = 4 marks e) Experts/Specialists in other areas/sectors relating to SDGs = 4 marks |
| 3 | Financial Worth | 15 marks | Turnover in the last three years: a) Less than Rs 20 million = 3 marks b) More than Rs 20 million to Rs 50 million = 6 marks c) More than Rs 50 million to Rs 100 million = 9 marks d) More than Rs 100 million to Rs 200 million = 12 marks e) More than Rs 200 million = 15 marks |
| 4 | Methodology of work execution & Time Line | 5 marks | a) Quality of Proposal = 2 marks b) Practicability = 3 marks |

Financial proposal:

| Sr# | Parameter | Maximum Marks | Explanations |
|-----|--|---------------|---------------|
| 1 | Economy, Efficiency & Cost Effectiveness | 40 | Minimum Costs |

| Proposal | Weight |
|-----------------|---------------|
| Technical | 60% |
| Financial | 40% |
| TOTAL | 100% |

Final assignment award will be on the basis of combined technical and financial score in the aforesaid manners.

Financial Proposals

Evaluation of Financial Proposals

After the evaluation and approval of technical proposal, the EAD/PIDSA shall inform the bidders, who have submitted proposals, the technical scores obtained by their Technical Proposal and shall notify those whose Proposal did not meet the minimum qualifying score or

were considered non-responsive, that their Financial Proposals will be returned unopened after completing the selection process. The Company shall simultaneously notify in writing bidders that have secured the minimum qualifying technical score, the date, time and location for opening the Financial Proposals, within the bid validity period. Bidder's attendance at the opening of Financial Proposals is optional. The opening date shall be set so as to allow interested bidder sufficient time to make arrangements for attending the Financial opening. Before opening of financial bid, technical score of qualified bidders shall be read aloud during financial bid opening session.

Economy, Efficiency & Cost Effectiveness Based Selection (EE&CEBS) method will be used for evaluation of financial proposal. The lowest evaluated Financial Proposal will be given the maximum financial score of 40 points.

18. Award of Contract

After completing required documentation / process the PIDSA shall award the Contract to the selected consultant (highest ranked i.e. Technical + Financial) as mentioned at Sr. No. 15.

19. Timeframe for the assignment

The total assignment will have duration of six (6) months.

- Inception report detailing the proposed work plan and output formats, to be submitted two weeks after the signature of the contract.
- The interim report is to be submitted One and Half months after the clearance of the inception report by PIDSA;
- The draft final report, with annexes, is to be submitted one week before the contractual termination of the assignment.

20. Fees and Term of Payments

Payment Schedule

- 20% at contract signature and approval of the work plan by the TSU or JTT (end of inception period)
- 20% at submission of the draft middle term report
- 30% at submission of the draft final report
- 30% at the approval of the final report by EAD (TSU-PIDSA) and the Italian Cooperation Office (AICS)

Payment will be inclusive of internal travels.

21. Fraud and Corruption:

The EAD/PIDSA requires the consultant/s participating in provision of Service/s to adhere to the highest ethical standards, both during the selection process and throughout the execution of contract. In pursuance of this policy, EAD/PIDSA defines, for the purpose of this paragraph, the terms set forth below as follows:

“Corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any employee of the EAD/PIDSA in the selection process or in contract execution;

“Fraudulent practice” means a misrepresentation or omission of facts in order to influence a selection process or the execution of contract;

“Collusive practices” means a scheme or arrangement between two or more with or without the knowledge of the Client, designed to establish prices at artificial, non-competitive levels;

“Coercive practices” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of contract. EAD/PIDSA will reject a proposal for award if it determines that the bidder recommended for award has directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question. The EAD/PIDSA may also impose penalties on the bidder, declaring it ineligible, either indefinitely or for a stated period of time, if at any time it determines that the consultant has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing.

22. Deadline for Submission

The proposal should be delivered to the following address, attention of the Accounts Officer, PIDSA at; Ministry of Economic Affairs, Room No.409, Block-C, Pak-Secretariat, Islamabad, within 15th May, 2023.

Please clearly indicate in the subject line “PIDSA Program Impact Assessment”.

23. Clarifications

Information on the PIDSA program can be found at www.ead.gov.pk.

Any questions and/or clarifications may be asked to the Accounts Officer, PIDSA, at [**aopidsa@gmail.com**](mailto:aopidsa@gmail.com), not later than 10 days before deadline for proposals submission.

Subject line should refer to: PIDSA program Impact Assessment. Responses will be shared with all those who have shared their e-mail addresses with PIDSA by that date.