INSTRUCTIONS

National Disaster Risk Management Fund
REOI # 001/07/ME (EPADS Ref No. P79171)
for

Hiring of Consulting Firm to conduct Institutional Performance Evaluation of NDRMF (2016-2025)

1. NDRMF invites eligible and reputable consultancy firm to conduct Institutional Performance Evaluation of NDRMF (2016-2025).

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 = 70]

- Must have minimum **Ten (10) years** of professional experience. *(Firms shall provide documentary evidence to establish their experience).*
- Have successfully completed at least three (3) similar evaluation assignments during the last **Seven (07) years.** *(Firms shall provide documentary evidence containing number, scale, and nature of the similar assignments completed).*
- Demonstrate experience in institutional, portfolio, programme, or organizational performance evaluations. *(Firms shall provide documentary evidence to establish their experience & expertise).*

Management Competence: [Max. Score = 20]

- Firms shall provide **corporate profile** indicating **years of operations**;
- **Complete organogram** along with **availability of number of experienced professionals** as per TOR. **Brief profiles** of the proposed technical experts shall also be submitted *(CVs/profiles of the proposed experts shall not be evaluated at EOI stage, detailed CVs of required experts, as per TORs will be required at RFP stage and will be evaluated therein).*

Financial Soundness: **[Max. Score = 10]**

- 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).*

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 evidence/ 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.epads.gov.pk)**. Kindly note that evaluation will be made on the EOI submitted only at EPAD system V2.0 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.

MANAGER PROCUREMENT
National Disaster Risk Management Fund,
5th Floor, EOBI House, Mauve Area G-10/4**, Islamabad.**
Ph: +92(51)9108300 Ext: 415
Email:- muhammad.asif@ndrmf.pk

National Disaster Risk Management Fund

Hiring of Consulting Firm to conduct Institutional Performance Evaluation of NDRMF (2016-2025)

EOI Evaluation Sheet

Basic Information	
Name	
Address	
Email Address	
Contact	

Mandatory Criteria	M/s
Firm's Registration with authorized Government Department(s) as Legal Entity	
Having registration with Income & Sales Tax Departments – Provide the copy of Tax registration certificates for both	
Active on Income & Sales Tax (Provide ATL status)	
Affidavit confirming that: (a) applicant Consultant has never been blacklisted by any National, Government/Semi Government Organization and (b) All the information provided by the applicant Consultant is correct.	
Staus (Responsive/ Non-Responsive)	**Responsive/Non-Responsive**

Shortlisting Criteria

Criteria & Sub Criteria			Max. Marks	Marks obtained	Remarks
A	**Technical Competence: - [Max. Score = 70]** **•Must have minimum Ten (10) years of professional experience. (Firms shall provide documentary evidence to establish their experience).** **•Have successfully completed at least three (3) similar evaluation assignments during the last Seven (07) years. (Firms shall provide documentary evidence containing number, scale, and nature of the similar assignments completed).** **•Demonstrate experience in institutional, portfolio, programme, or organizational performance evaluations. (Firms shall provide documentary evidence to establish their experience & expertise).**		**70**		**Remarks**
A-1	Must have minimum Ten (10) years of professional experience. (Firms shall provide documentary evidence to establish their experience).	Min 10 Years =20 Marks Add 02 Mark for each additional year up to the next 05 Years Maximum Score= 30 Marks	30		
A-2	Have successfully completed at least three (3) similar evaluation assignments during the last Seven (07) years. (Firms shall provide documentary evidence containing number, scale, and nature of the similar assignments completed).	03 relevant projects/assignments = 10 Marks 04 relevant projects/assignments = 15 Marks More than 04 relevant projects/assignments = 20 Marks	20		
A-3	Demonstrate experience in institutional, portfolio, programme, or organizational performance evaluations. (Firms shall provide documentary evidence to establish their experience & expertise).	Experience in conducting at least two (02) said specialized evaluations = 10 Marks Experience in conducting at least four (04) said specialized evaluations = 20 Marks Maximum Score = 20 Marks	20		
Subtotal [A] =			**70**		
B	**Management System:** **Corporate profile indicating years of operations. Complete organogram along with availability of number of experienced professionals as per the TORs.**		**Max. Marks** **20**	**Marks obtained**	**Remarks**
B-1	Years of Operations	Comprehensive corporate profile demonstrating at least ten (10) years of operation and organizational growth = Up to 5 Marks	5		
B-2	Organogram	Clear organizational structure with defined reporting lines, governance arrangements, and management systems = Up to 5 Marks	5		
B-3	Pannel of Experts	Availability of qualified professionals/experts covering all areas of expertise required under the TORs = Up to 10 Marks	10		
Subtotal [B]			**20**		
C	**Latest audited financial statement from the last three years of the Consultant to check Financial Soundness**		**Max. Marks** **10**	**Marks obtained**	**Remarks**
The Bidder's net worth for the last three years, calculated as the difference between total assets and total liabilities, should be positive.			10		
Subtotal [C] =			**10**		
Total Marks [A+B+C]=			**100**		
Passing Marks=	**60**				