

SINDH PUBLIC PROCUREMENT REGULATORY AUTHORITY

CONTRACT EVALUATION FORM

TO BE FILLED IN BY ALL PROCURING AGENCIES FOR PUBLIC CONTRACTS OF WORKS, SERVICES & GOODS

- LOCAL GOVERNMENT DEPARTMENT
- 1) NAME OF THE ORGANIZATION / DEPTT. _____
- 2) PROVINCIAL / LOCAL GOVT./ OTHER PROVINCIAL
- 3) TITLE OF CONTRACT CONSULTANCY - HIRING THE SERVICES OF NGO
- 4) TENDER NUMBER DG/M&E/LG/AD(MIS)625(1-AAP)/2017/2316
- 5) BRIEF DESCRIPTION OF CONTRACT TO MAKE THE VILLAGES ODF
- 6) FORUM THAT APPROVED THE SCHEME PLANNING & DEVELOPMENT DEPARTMENT (NON DEVT)
- 7) TENDER ESTIMATED VALUE Rs. 140.00 MILLION
- 8) ENGINEER'S ESTIMATE _____
(For civil works only)
- 9) ESTIMATED COMPLETION PERIOD (AS PER CONTRACT) THIRTY (30) MONTHS
- 10) TENDER OPENED ON (DATE & TIME) TECHNICAL : 15.2.2018 FINANCIAL : 13.4.2018
- 11) NUMBER OF TENDER DOCUMENTS SOLD FOURTEEN (14) Nos. (LIST ATTACHED)
(Attach list of buyers)
- 12) NUMBER OF BIDS RECEIVED FIVE (05) Nos.
- 13) NUMBER OF BIDDERS PRESENT AT THE TIME OF OPENING OF BIDS FIVE (05)
- 14) BID EVALUATION REPORT ENCLOSED
(Enclose a copy)
- 15) NAME AND ADDRESS OF THE SUCCESSFUL BIDDER HANDS- Plot #158, Gadap Rd, Adj Baqai University, Karachi
- 16) CONTRACT AWARD PRICE Rs. 80,000,000/-
- 17) RANKING OF SUCCESSFUL BIDDER IN EVALUATION REPORT
(i.e. 1st, 2nd, 3rd EVALUATION BID).
1ST LOWEST - HANDS - Rs. 80,000,000/-
2ND LOWEST - ~~RSPN~~ - Rs. 104,244,262/-

18) METHOD OF PROCUREMENT USED : - (Tick one)

- a) SINGLE STAGE – ONE ENVELOPE PROCEDURE _____ Domestic/ Local
- b) SINGLE STAGE – TWO ENVELOPE PROCEDURE YES Local
- c) TWO STAGE BIDDING PROCEDURE _____
- d) TWO STAGE – TWO ENVELOPE BIDDING PROCEDURE _____

PLEASE SPECIFY IF ANY OTHER METHOD OF PROCUREMENT WAS ADOPTED IN EMERGENCY, DIRECT CONTRACTING ETC. WITH BRIEF REASONS

Program Coordinator, AAP
Local Government HTP Department

SECRETARY LOCAL GOVERNMENT
DEPARTMENT

19) APPROVING AUTHORITY FOR AWARD OF CONTRACT _____

20) WHETHER THE PROCUREMENT WAS INCLUDED IN ANNUAL PROCUREMENT PLAN?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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21) ADVERTISEMENT :

i) SPPRA Website
(If yes, give date and SPPRA Identification No.)

Yes	SR. NO. 36533 ID No. 2147483647
No	

ii) News Papers
(If yes, give names of newspapers and dates)

Yes	DAWN Karachi, dated: 23.1.2018 Jang Karachi dated: 24.1.2018 Kawish dated: 24.1.2018
No	

22) NATURE OF CONTRACT

Domestic/Local	<input checked="" type="checkbox"/>	Int.	<input type="checkbox"/>
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23) WHETHER QUALIFICATION CRITERIA
WAS INCLUDED IN BIDDING / TENDER DOCUMENTS?
(If yes, enclose a copy)

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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24) WHETHER BID EVALUATION CRITERIA
WAS INCLUDED IN BIDDING / TENDER DOCUMENTS?
(If yes, enclose a copy)

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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25) WHETHER APPROVAL OF COMPETENT AUTHORITY WAS OBTAINED FOR USING A
METHOD OTHER THAN OPEN COMPETITIVE BIDDING?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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26) WAS BID SECURITY OBTAINED FROM ALL THE BIDDERS?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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27) WHETHER THE SUCCESSFUL BID WAS LOWEST EVALUATED
BID / BEST EVALUATED BID (in case of Consultancies)

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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28) WHETHER THE SUCCESSFUL BIDDER WAS TECHNICALLY
COMPLIANT?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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29) WHETHER NAMES OF THE BIDDERS AND THEIR QUOTED PRICES WERE READ OUT AT
THE TIME OF OPENING OF BIDS?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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30) WHETHER EVALUATION REPORT GIVEN TO BIDDERS BEFORE THE AWARD OF
CONTRACT?
(Attach copy of the bid evaluation report!)

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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Program Coordinator, AAP
Local Government HTP Department

31) ANY COMPLAINTS RECEIVED
(If yes, result thereof)

Yes	
No	No

32) ANY DEVIATION FROM SPECIFICATIONS GIVEN IN THE TENDER NOTICE / DOCUMENTS
(If yes, give details)

Yes	
No	No

33) WAS THE EXTENSION MADE IN RESPONSE TIME?
(If yes, give reasons)

Yes	
No	No

34) DEVIATION FROM QUALIFICATION CRITERIA
(If yes, give detailed reasons.)

Yes	
No	No

35) WAS IT ASSURED BY THE PROCURING AGENCY THAT THE SELECTED FIRM IS NOT
BLACK LISTED?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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36) WAS A VISIT MADE BY ANY OFFICER/OFFICIAL OF THE PROCURING AGENCY TO THE
SUPPLIER'S PREMISES IN CONNECTION WITH THE PROCUREMENT? IF SO, DETAILS TO
BE ASCERTAINED REGARDING FINANCING OF VISIT, IF ABROAD:
(If yes, enclose a copy)

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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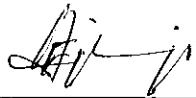
37) WERE PROPER SAFEGUARDS PROVIDED ON MOBILIZATION ADVANCE PAYMENT IN
THE CONTRACT (BANK GUARANTEE ETC.)?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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38) SPECIAL CONDITIONS, IF ANY
(If yes, give Brief Description)

Yes	Yes Special Conditions of Contract Attached
No	

Signature & Official Stamp of
Authorized Officer



Program Coordinator, HAP
Local Government HTP Department

FOR OFFICE USE ONLY

LIST OF FIRMS / NGOs WHO PURCHASED RFP

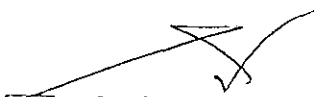
NAME OF ASSIGNMENT: Hiring the Services of NGO for Social Mobilization to achieve the ODF villages for District SUKKUR

S.No.	NGOs / Firms who purchased RFP
1	Shifa Foundation
2	Management and Development Foundation
3	Health and Nutrition Development Society (HANDS)
4	Rural Support Program Network (RSPN)
5	Women Empowerment Pakistan
6	HDF
7	Goth Seengar Foundation
8	Bridge Consultants Foundation
9	Paher Plastics
10	Poverty Eradication Network @ Karachi
11	Bhitai Social Watch & Advocacy
12	Waseela Rural Development Organizatio
13	Shah Abdul Latif Bhitai Welfare Society
14	Server 4 Sale

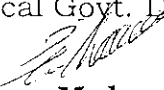
BID EVALUATION REPORT

1. **Name of Procuring Agency:** Local Government Department
2. **Tender Reference No:** DG/M&E/LG/AD (MIS) 625 (1-AAP)/2017/2316
3. **Tender Description/Name of work:** Hiring the Services of NGO for Social Mobilization to Achieve the ODF Villages for District SUKKUR
4. **Method of Procurement:** Least Cost Method
5. **Tender Published:** SPPRA ID No. 2147483647
"Dawn Karachi" dated: 23.01.2018, "Jang Karachi" dated: 24.01.2018 and "Kawish" dated: 24.01.2018
6. **Total Bid Documents Sold:** Fourteen (14) Numbers
7. **Total Bids Received:** Five (05) Numbers
8. **Technical Bid Opening Date:** 15.02.2018
9. **No. of Bids Technically Qualified:** Two (02) Numbers
10. **Bids Rejected:** Nil
11. **Financial Bid Opening Date:** 13.04.2018
12. **Bid Evaluation Report:**

S #	Name of Firm or Bidder	Cost Offered by the Bidder	Ranking in Terms of Cost	Comparison with Estimated Cost	Reason for Acceptance / Rejection	Remarks
1	Health and Nutrition Development Society (HANDS)	Rs. 80,000,000/-	1 st Lowest	Within Estimated Provisions	Accepted Being lowest Bidder	Recommended for award of Contract
2	Rural Support Program Network (RSPN)	Rs. 104,244,262/-	2 nd Lowest	Within Estimated Provisions	Rejected being higher cost	Not recommended


(Latif Khan)

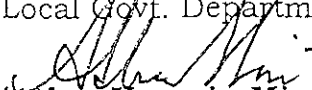
Assistant Director-II (PM&EC)
Local Govt. Department


(Ghulam Muhammad Shaikh)


Assistant Chief (PP&H)
P & D Department


(Ali Gul Sanjrani)

Deputy Secretary (Gen.)
Local Govt. Department


(Athar Hussain Mirani)

Addl. Finance Secretary (LF)
Finance Department


(Faheem Junejo)

Program Coordinator (AAP)
Local Govt. Department



Tel: 99211171
Fax: 99211172

NO.LG/Dir/PM&EC/LG/625(1) AAP/3477

GOVERNMENT OF SINDH
LOCAL GOVERNMENT DEPARTMENT

Karachi, dated the 11th June, 2018

To,

Dr. Shaikh Tanveer Ahmed,
Health and Nutrition Development Society (HANDS)
Plot # 158, of M-9 (Karachi-Hyderabad) Motorway, Gadap Road,
Adjacent Baqai University,
Karachi.

(ACCEPTANCE LETTER)

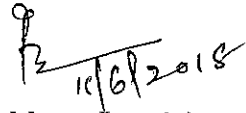
Subject: Hiring the Services of NGO for Social Mobilization to Achieve the ODF Villages for District SUKKUR

Kindly refer to your technical and financial proposal submitted against the subjected Services and subsequent meeting held on 07.06.2018 to negotiate Technical Proposal.

2. Please be informed that your proposal for the subject assignment has been evaluated under Rule 72(1) of SPP Rules, 2010 (Amended 2017) and approved at the total cost of Rs.80,000,000/- (Rupees Eighty Million Only).

3. In this regard you will have to execute an Agreement on the Stamp Paper of Rs. 280,000/- @ 0.35% of total sanctioned value of the Contract to be provided by you.


4. You are therefore requested to send draft agreement within 03 working days so that the same may be vetted and returned to you for signatures on Stamp Paper and re-submission to this office for further action.


(Faheem Akhtar Junejo)
Program Coordinator, AAP/
Director (PM&EC)
Local Government Department

CC to:

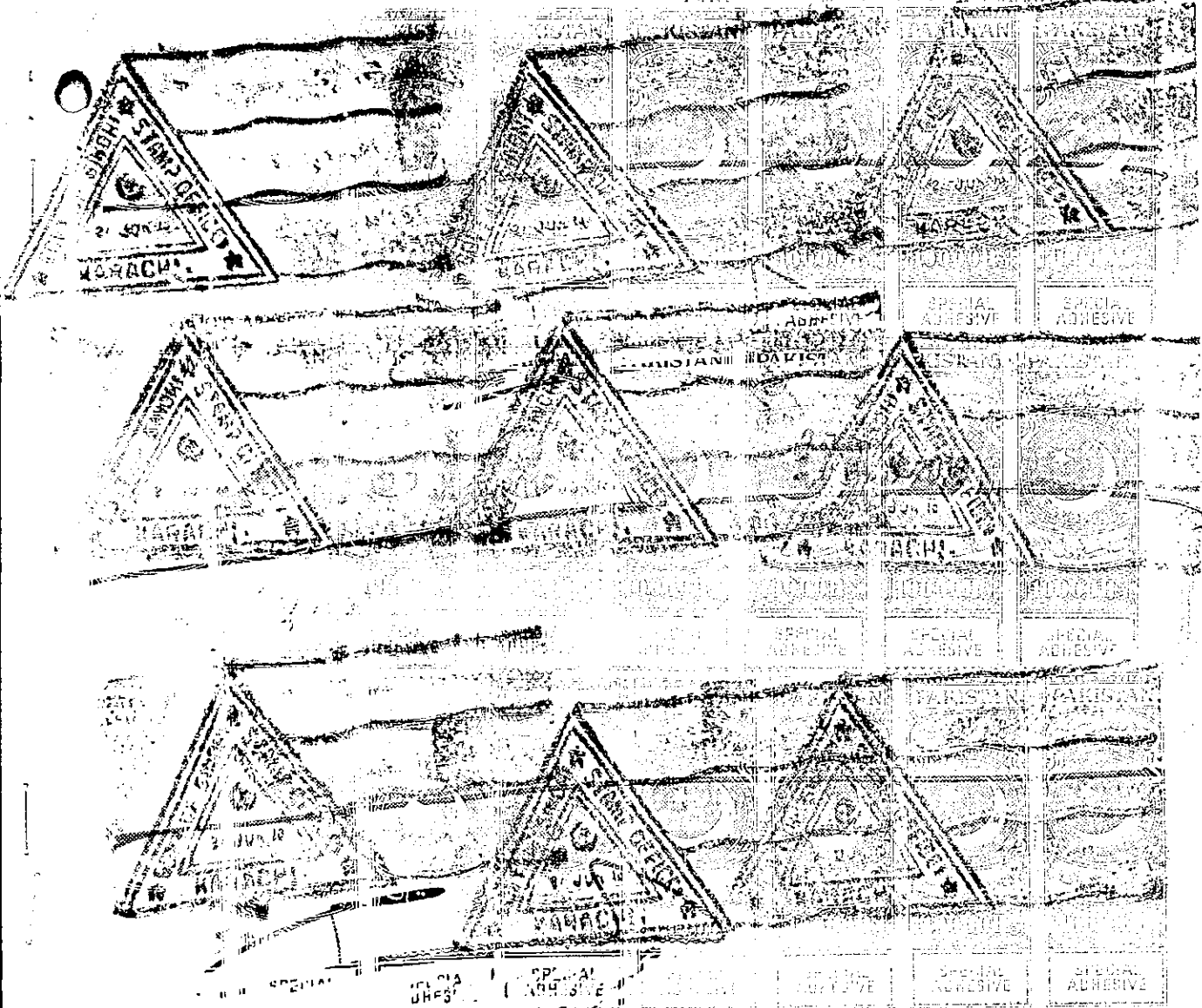
1. P.S to Secretary Local Government Department, Govt. of Sindh Karachi.
2. P.S to Coordinator to Chief Minister, Sindh for Nutrition, P&D Department, Govt. of Sindh, Karachi.


21/06/18


12-6-2018
SECRETARY LGD

CHW No 104
27/6/18

PSV 280000



OFFICE SUPERINTENDENT
Stamp Office City Centre
Karachi

27 JUN 2018

CONSULTANCY CONTRACT

between

Local Government Department, Government of Sindh Karachi

AND

Health and Nutrition Development Society (HANDS)

for the Assignment

**HIRING THE SERVICES OF NGO FOR SOCIAL MOBILIZATION TO ACHIEVE THE
ODF VILLAGES FOR DISTRICT SUKKUR**

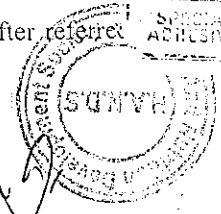
JUNE, 2018

THIS CONTRACT ("Contract") is made and entered into this 27th day of June, 2018 between the Local Government Department, Government of Sindh Karachi ("the PA") having its office and principal place of business at Ground Floor, Sindh Secretariat Building No. 5 Karachi and M/s. Health and Nutrition Development Society- HANDS ("the Consultants") having its principal office located at Plot # 158 of M-9 (Karachi-Hyderabad) Motorway, Gadap Road, Adjacer Baqui University, Karachi.

WHEREAS, the PA wishes to have the Consultant performing the services hereinafter referred to and.

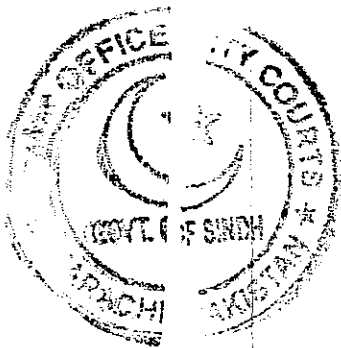
WHEREAS, the Consultant is willing to perform the services,

[Signature]
Program Coordinator, AAP
Local Government HTP Department



NOW THEREFORE, THE PARTIES hereby agree as follows:

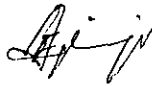
1. Services	<p>(i) The Consultant shall perform the services specified in Annex A, "Terms of Reference and Scope of Services," which is made an integral part of this Contract ("the Services").</p> <p>(ii) The Consultant shall provide the reports listed in Annex B, "Consultant's Reporting Obligations," within the time periods listed in such Annex, and the personnel listed in Annex C, "Cost Estimate of Services, List of Personnel and Schedule of Rates" to perform the Services.</p>
2. Term	The Consultant shall perform the Services during the period commencing from 1 st July, 2018 and continuing through 31 st December, 2020 or any other period as may be subsequently agreed by the parties in writing.
3. Payment	<p>A. <u>Ceiling</u></p> <p>For Services rendered pursuant to Annex A, the PA shall pay the Consultant an amount not to exceed Rs. 80,000,000/- (Rupees Eighty Million Only). This amount has been established based on the understanding that it includes all of the Consultant's costs and profits as well as all and any tax obligations that may be imposed on the Consultant as per law.</p> <p>B. <u>Payment Conditions</u></p> <p>Payment shall be made in Pak Rupees, no later than 30 days following submission by the Consultant of invoices in duplicate to the Coordinator designated in paragraph 4.</p>
4. Economic Price Adjustment	<p>In order to adjust the remuneration for inflation, a price adjustment provision has been included if the contract has duration of more than 18 months or if the inflation is expected to exceed 10% per annum. The adjustment will be made every 12 months after the date of the contract for remuneration. Remuneration will be adjusted by using the relevant index as per following provision: "Payments for remuneration made in accordance with Clause 3 shall be adjusted as follows:</p> <p>Remuneration pursuant to the rates set forth in Annex C shall be adjusted every 12 months (and, for the first time, with effect for the remuneration earned in the [13] th calendar month after the date of the Contract) by applying the following formula:</p> $R_t = R_{10} \times I_t / I_{10}$ <p>where R_t is the adjusted remuneration, R_{10} is the remuneration payable on the basis of the rates set forth in Annex C for payable remuneration, I_t is the official rate of inflation for the first month for which the adjustment is to have effect and, I_{10} is the official rate of inflation for the month of the date of the Contract."]</p>
5. Project Administration	<p>A. <u>Coordinator</u></p> <p>The PA designates Mr. Faheem Akhtar Junejo, Director (PM&EC) Local Government Department as PA's Coordinator; the Coordinator shall be responsible for the coordination of activities under the Contract, for receiving and approving invoices for payment, and for acceptance of the deliverables by the PA.</p> <p>B. <u>Timesheets</u></p> <p>During the course of their work under this Contract the Consultant's employees providing services under this Contract may be required to complete timesheets or any other document used to identify time spent, as instructed by the Coordinator.</p> <p>C. <u>Records and Accounts</u></p>



Handwritten signatures and initials are present at the bottom right of the page, including a signature that appears to be 'Ajib' and another signature below it.

	The Consultant shall keep accurate and systematic records and accounts in respect of the Services, which will clearly identify all charges and expenses. The PA 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.
6. Performance Standard	The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the PA considers unsatisfactory.
7. Confidentiality	The Consultants shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the PA's business or operations without the prior written consent of the PA.
8. Ownership of Material	Any studies, reports or other material, graphic, software or otherwise, prepared by the Consultant for the PA under the Contract shall belong to and remain the property of the PA. The Consultant may retain a copy of such documents and software.
9. 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.
10. Insurance	The Consultant will be responsible for taking out any appropriate insurance coverage for their personnel and equipment.
11. Assignment	The Consultant shall not assign this Contract or Subcontract any portion thereof without the PA's prior written consent.
12. Law Governing Contract and Language	The Contract shall be governed by the laws of Islamic Republic of Pakistan or the Provincial Government and the language of the Contract shall be English.
13. 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

FOR THE PA



Signed by: FAHEEM AKHTAR JUNEJO
 Program Coordinator, AAP
 Local Government HTP Department
 Title: Program Coordinator,
 Accelerated Action Plan,
 Local Government Department

FOR THE CONSULTANT



Signed by: Dr. SHAIKH TANVEER AHMED
 Title: Chief Executive,
 Health and Nutrition Development
 Society - HANDS



Terms of Reference & Scope of Work

Background:

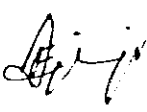
Accelerated Action Plan for Reduction in Stunting and Malnutrition is named as "Sindh Enhancing Response to Stunting and Malnutrition" by the World Bank. It's a multi sector program where Health, Local Government, Agriculture, Livestock and Fisheries, Education, Social Welfare, Population Welfare are participating. Local Government is responsible for WASH Component design, implementation and evaluation. The basic aim of the project is to reduce open defecation practices and improve hygiene promotion through hand washing. Diarrheal diseases are the second biggest killer of children under the age of five in Pakistan. Prevalence of childhood diarrhea is 23% as per National Nutrition Survey (NNS) 2011 and Pakistan Demographic Health Survey 2012. Diarrhea care seeking is 69% as per Sindh MICS 2014. Health status can never be improved until unless sanitation situation is improved in the area. Open defecation and use of non-sanitary toilets is wide spread in Sindh, particularly in rural Sindh.

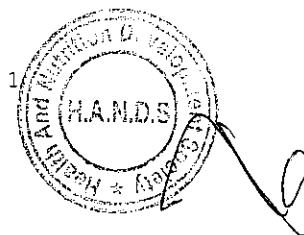
Strategy for AAP- WASH Component

To make rural communities Open Defecation Free and improvement in hygiene practices through handwashing, the WASH component to be implemented by Local Government Department is designed on CLTS approach. In this approach, through a process of participatory facilitation, community members analyze their own sanitation status, including the extent of open defecation and the spread of fecal-oral contamination that adversely affects each one of them. Once people are convinced about the need of sanitation, communities construct latrines on their own at the household level, according to their own capacity, and more importantly use it regularly with strong sense of ownership. The approach also believes that the choice of sanitation technology has to come from people using the latrines in view of their affordability and ground situations. This all needs a behavior change campaign for not only the use of sanitary toilets but also for hand washing with soap at critical times. The strategy involves hiring of NGOs two districts Mirpurkhas and Sukkur in year 2018-19 through a competitive process and assign them the social mobilization work in the target villages.

Assumptions

- a) The NGO has sufficient experience and capacity to manage Water, Sanitation and Hygiene interventions.
 - b) Local Government is ready to further expand capacities to implement community based rural sanitation service and hygiene promotion through handwashing with soap at critical times.
 - c) The NGO will follow Local Government program (PAD, Operations Manual, Specification and ESMF etc) for the coverage and performance and will apply guidelines and standards as recommended.
 - d) The service provider is responsible to achieve the targets spelled out at the performance indicator list.
- e) The NGO will closely coordinate with the Program Coordinator, AAP and other District and Provincial Committees and partners to plan, implement and monitor the interventions. The NGO will submit monitoring and progress reports as per schedule.


Program Coordinator, AAP
Local Government and Department



- f) The NGO will closely work with various stakeholders at the provincial, district and village coordination platforms. The NGO will closely coordinate the other projects that aim to improve the nutritional status of the population through Nutrition specific and Nutrition sensitive programs.

The scope of services for NGO

I. Community based services

NGO will:

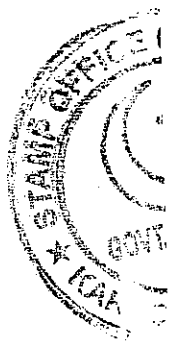
- a. Develop and operational manual and work plan for the implementation of the task in Sukkur District as outlined below. The manual should explain the objective, the implementation of community led total sanitation plans and proposed participation and linkages. It will also spell out the reporting mechanisms, monitoring and supervision plan.
 1. Conducting situation analysis to identify and facilitate selection of villages for implementation.
 2. Work with the existing Village Organizations (VOs) which are already formed to implement any government led Community Strengthening Program by strengthening and reviving them or facilitate formation of new VOs which will be either working as ODF Committees or having an ODF Sub-Committee. The formation of VOs would be through a coordinated effort with all key stakeholders and those would be registered with appropriate authorities.
 3. Development of Village ODF Plans on the binding template and guidelines.
 4. Consolidation of Village ODF Plans to District ODF Plan and seeking its approval from the District Coordination Committee and sharing approved copy of the District ODF Plan with Coordinator, AAP, Local Government Department.
 5. Implementing Community Led Total Sanitation (CLTS) Process in targeted villages. The key steps and activities under CLTS will include:
 - a. Pre-Triggering: This includes meeting communities, conducting situation analysis to assess general state of health, nutrition and sanitation.
 - b. Triggering: This includes defecation area transect, mapping of defecation areas, calculation of feces and medical expenses, triggering disgust and ignition.
 - c. Post-Triggering. This include encouragement, Community action follow-ups, participatory monitoring and indicators setting, verifying and certifying ODF villages, ODF celebrations and the monitoring and sustaining the ODF status.
 6. Assisting District Coordination Committee for ODF Certification.
 7. Encouraging local entrepreneurs to trade in locally acceptable sanitary items.
 8. Support implementation of Environmental and Social Management Framework.

II. School based services:

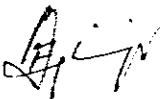
- a. Hygiene promotion sessions with school teachers.
- b. WASH assessment at school.

Coordination & Reporting:

The Implementing Partners (IPs/NGOs) are required to coordinate with following key stakeholders:



2


Program Coordinator, AAP
Local Government - I.D. Department






- a. The IPs will submit monthly Progress Report to the District Coordination Committee and Coordinator. AAP on the standard formats to be jointly devised and approved by the Coordinator. AAP in consultation with Nutrition Secretariat being a multi-sectoral program.
- b. It is obligatory by the IPs to be the member of District Coordination Committee of the district.

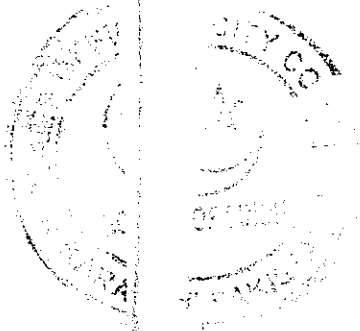
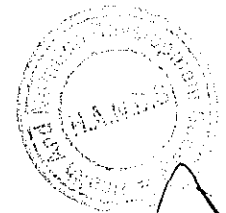
Duration of Assignment: 30 months

Inception Report: Five copies of Inception Report should be submitted for approval within 40 days from the date of signing the contract. Once approved by the client, 20 copies of the approved inception report be submitted.

District ODF Plan: District ODF Plan shall be submitted to District Coordination Committee (DCC) and the office of the Program Coordinator (3 sets at each place) within 120 days of signing of the contract. The same should be got approved from the DCC.

Population Coverage: Approximately 70% of rural population of the district to be covered by taking up minimum of 600 villages throughout the district.


Program Coordinator, AAP
Local Government, H.P. Department

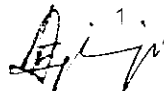


General Conditions of Contract General Provisions

1.1 Definitions

Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

- (a) "Applicable Law" means the Sindh Public Procurement Act, there under Rules 2010 amended 2013.
- (b) "Procuring Agency PA" means the implementing department which signs the contract.
- (c) "Consultant" means a professional who can study, design, organize, evaluate and manage projects or assess, evaluate and provide specialist advice or give technical assistance for making or drafting policies, institutional reforms and includes private entities, consulting firms, legal advisors, engineering firms, construction managers, management firms, procurement agents, inspection agents, auditors, international and multinational organizations, investment and merchant banks, universities, research institutions, government agencies, nongovernmental organizations, and individuals.
- (d) "Contract" means the Contract signed by the Parties and all the attached documents as listed in Clause 1 that is General Conditions and Special Conditions and the Appendices.
- (e) "Contract Price" means the price to be paid for the performance of the Services of the consultant, in accordance with Clause 6.
- (f) "Effective Date" means the date on which this Contract comes into force and effect pursuant to Clause GC 2.1.
- (g) "Foreign Currency" means any currency other than the currency of PA's country.
- (h) "GC" means these General Conditions of Contract.
- (i) "Government" means the Government of Sindh.
- (j) "Local Currency" means Pak Rupees.
- (k) "Member" means any of the entities that make up the joint venture/ association, and "Members" means all these entities.
- (l) "Party" means the PA or the Consultant, as the case may be, and "Parties" means both of them.
- (m) "Personnel" means persons hired by the Consultant or by any Sub-Consultants and assigned to the performance of the Services or any part thereof.
- (n) "SC" means the Special Conditions of Contract


Program Coordinator, AAP
Local Government HTP Department



- (o) "Services" means the consulting services to be performed by the Consultant pursuant to this Contract, as described in the Terms of References.
- (p) "Sub-Consultants" means any person or entity to whom/which the Consultant subcontracts any part of the Services.
- (q) "In writing" means communicated in written form with proof of receipt.

1.2 Law Governing Contract

This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the applicable laws.

1.3 Language

The Contract shall be executed in language specified in SC, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.

1.4 Notices

1.4.1 Any notice, request or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent to such party at the address specified in the SC.

1.4.2 A Party may change its address for notice hereunder by giving the other Party notice in writing of such change to the address specified in the SC.

1.5 Location

The Services shall be performed at such locations as specified in special condition of the contract and, where the location of particular task is not so specified, at such locations, whether in the Government's country or elsewhere, as the PA may approve.

1.6 Authority of Member in Charge

In case the Consultant consists of a joint venture of more than one individual firms, the Member hereby authorize an individual firms or specified in the SC to to act on their behalf in exercising all the Consultant's rights and obligations towards the PA under this Contract, including without limitation the receiving of instructions and payments from the PA.

1.7 Authorized Representatives

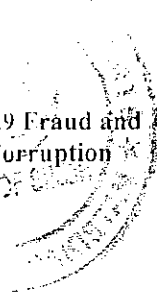
Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the PA or the Consultant may be taken or executed by the officials specified in the SC.

1.8 Taxes and Duties

The Consultant, Sub-Consultants, and their Personnel shall pay such direct or indirect taxes, duties, fees, and other impositions levied under the Applicable Laws as specified in SC, the amount of which is deemed to have been included in the Contract Price.

1.9 Fraud and Corruption

A. If the PA determines that the Consultant and/or its Personnel, sub-contractors, sub-consultants, services providers and suppliers has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for or in executing the Contract, then the PA may, after giving 14 days notice to the Consultant, terminate the Consultant's employment under the Contract, and may resort to other



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Program Coordinator, AAP
Local Government & P. Department

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remedies including blacklisting/disqualification as provided in SPPR 2010.

Any personnel of the Consultant who engages in corrupt, fraudulent, collusive, coercive, or obstructive practice during the execution of the Contract, shall be removed in accordance with sub-clause 4.2.

B. Integrity Pact

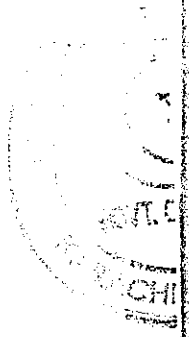
If the Consultant or any of his Sub-consultants, agents or servants is found to have violated or involved in violation of the Integrity Pact signed by the Consultant as Appendix-G to this Form of Contract, then the Client shall be entitled to:

- A recover from the Consultant an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by the Consultant or any of his Sub-consultant, agents or servants;
- B terminate the Contract; and
- C recover from the Consultant any loss or damage to the Client as a result of such termination or of any other corrupt business practices of the Consultant or any of his Sub-consultant, agents or servants.

On termination of the Contract under Sub-Para (b) of this Sub-Clause, the Consultant shall proceed in accordance with Sub-Clause 1.9 A. Payment upon such termination shall be made under Sub-Clause 1.9 A after having deducted the amounts due to the Client under 1.9 B Sub-Para (a) and (c).

1. COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT

- | | |
|--|--|
| 2.1 Effectiveness of Contract | This Contract shall come into effect on the date the Contract is signed by both Parties or such other later date, as may be stated in SC. The date the Contract comes into effect is defined as the Effective Date. |
| 2.2 Commencement of Services | The Consultant shall begin carrying out the Services not later than the number of days after the Effective Date specified in the SC |
| 2.3 Expiration of Contract | Unless terminated earlier pursuant to Clause GC 2.6 hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the SC |
| 2.4 Modifications or Variations | Any modification or variation of the terms and conditions of this Contract, including any modifications and variations of the scope of Services, may only be made by written agreement between the Parties. However, each party shall give due consideration to any proposals for modifications or variations made by the other party. |



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Program Officer AAP
Local Government - Bangalore

[Handwritten Signature]

2.5 Force Majeure

The failure on the part of the parties to perform their obligation under the contract will not be considered a default if such failure is the result of natural calamities, disasters and circumstances beyond the control of the parties.

2.5.2 No Breach of Contract

The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event

2.5.3 Extension of Time

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

2.5.4 Payments

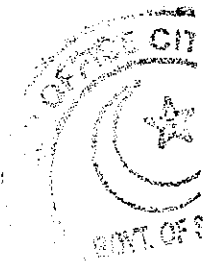
During the period of their inability to perform the Services as a result of an event of Force Majeure, the Consultant shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

2.6 Termination

2.6.1 Termination by the PA

The PA may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (f) of this Clause GC 2.6.1. In such an occurrence the PA shall give a not less than thirty (30) days' written notice of termination to the Consultant, and sixty (60) days' in the case of the event referred to in (e).

- a If the Consultant does not remedy the failure in the performance of their obligations under the Contract, within thirty (30) days after being notified or within any further period as the PA may have subsequently approved in writing.
- b If the Consultant becomes insolvent or bankrupt.
- c If the Consultant, in the judgment of the PA has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
- d If, as the result of Force Majeure, the Consultant(s) are unable to perform a material portion of the Services for a period of not less than sixty (60) days.
- e If the PA, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.
- f If the Consultant fails to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause GC 8 hereof



*Aji*⁴

Program Coordinator, AAF
Local Government - HR Department

2.6.2 Termination by the Consultant

The Consultants may terminate this Contract, by not less than thirty (30) days' written notice to the PA, such notice to be given after the occurrence of any of the events specified in paragraphs (a) through (c) of this Clause GC 2.6.2:

- a If the PA fails to pay any money due to the Consultant pursuant to this Contract without consultants fault.
- b Pursuant to Clause GC 7 hereof within forty-five (45) days after receiving written notice from the Consultant that such payment is overdue.
- c 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 sixty (60) days.
- d If the PA fails to comply with any final decision reached as a result of arbitration pursuant to Clause GC 8 hereof.

2.6.3 Payment upon Termination

Upon termination of this Contract pursuant to Clauses GC 2.6.1 or GC 2.6.2, the PA shall make the following payments to the Consultant:

- a payment pursuant to Clause GC 6 for Services satisfactorily performed prior to the effective date of termination;
- b except in the case of termination pursuant to paragraphs (a) through (c) and (d) of Clause GC 2.6.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract, including the cost of the return travel of the Personnel and their eligible dependents.

2. OBLIGATIONS OF THE CONSULTANT

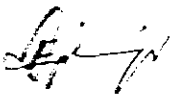
3.1 General

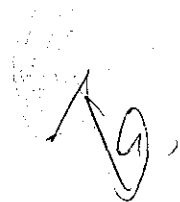
3.1.1 Standard of Performance

The Consultant shall perform the Services and carry out their obligations hereunder with due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Consultant shall always act in respect of any matter relating to this Contract or to the Services, as faithful advisers to the PA, and shall at all times support and safeguard the PA's legitimate interests in any dealings with Sub-Consultants or third Parties.

3.2 Conflict of Interests

The Consultant shall hold the PA's interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.


Program Coordinator, AAP
Local Government Department



3.2.1 Consultants not to Benefit from Commissions, Discounts, etc.

The payment of the Consultant pursuant to Clause GC 6 shall constitute the Consultant's only payment in connection with this Contract or the Services, and the Consultant shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Consultant shall use their best efforts to ensure that the Personnel, any Sub-Consultants, and agents of either of them similarly shall not receive any such additional payment.

3.2.2 Consultant and Affiliates not to be Otherwise Interested in Project

The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, as well as any Sub-Consultants and any entity affiliated with such Sub-Consultants, shall be disqualified from providing goods, works or services (other than consulting services) resulting from or directly related to the Consultant's Services for the preparation or implementation of the project.

3.2.3 Prohibition of Conflicting Activities

The Consultant shall not engage, and shall cause their Personnel as well as their Sub-Consultants and their Personnel not to engage, either directly or indirectly, in any business or professional activities which would conflict with the activities assigned to them under this Contract.

3.3 Confidentiality

Except with the prior written consent of the PA, the Consultant and the Personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Consultant and the Personnel make public the recommendations formulated in the course of or as a result of, the Services.

3.4 Insurance to be Taken Out by the Consultant

The Consultant (a) shall take out and maintain, and shall cause any Sub-Consultants to take out and maintain, at their (or the Sub-Consultants', as the case may be) own cost on terms and conditions approved by the PA, insurance against the risks, and for the coverage, as shall be specified in the SC; and (b) at the PA's request, shall provide evidence to the PA showing that such insurance has been taken out and maintained and that the current premiums have been paid.

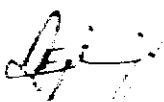
3.5 Consultant's Actions Requiring PA's Prior Approval

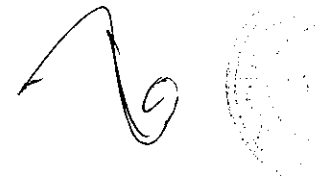
The Consultant shall obtain the PA's prior approval in writing before taking any of the following actions:

- a entering into a subcontract for the performance of any part of the Services;
- b appointing such members of the Personnel not listed by name in the Appendix-2 and
- c any other action that may be specified in the SC.

3.6 Reporting Obligations

- a The Consultant shall submit to the PA the reports and documents specified in PA may interest Appendix) hereto, in the form, in the numbers and within the time period set for in the said Appendix.
- b Final reports shall be delivered in CD ROM in addition to the hard copies specified in the said Appendix.


Program Coordinator, AAP
Local Government - TP Department



3.7 Documents Prepared by the Consultant to be the Property of the PA

- a All plans, drawings, specifications, designs, reports, other documents and software submitted by the Consultant under this Contract shall become and remain the property of the PA, and the Consultant shall, not later than upon termination or expiration of this Contract, deliver all such documents to the PA, together with a detailed inventory thereof.
- b The Consultant may retain a copy of such documents and software. Restrictions about the future use of these documents, if any, shall be specified in the SC.

3.8 Accounting, Inspection and Auditing

- 3.8.1 The Consultant shall keep, and shall cause its Sub-consultants to keep, accurate and systematic accounts and records in respect of the Contract, in accordance with internationally accepted accounting principles and in such form and detail as will clearly identify relevant time charges and costs.
- 3.8.2 The Consultant shall permit, and shall cause its Sub-consultants to permit, the PA and/or persons appointed by the PA to inspect its accounts and records relating to the performance of the Contract and the submission of the Proposal to provide the Services, and to have such accounts and records audited by auditors appointed by the PA if requested by the PA. The Consultant's attention is drawn to Clause 1.9.1 which provides, inter alia, that acts intended to materially impede the exercise of the PA's inspection and audit rights provided for under Clause 3.8 constitute a prohibited practice subject to contract termination (as well as to a determination of being liable pursuant to the PA's prevailing sanctions procedures.).

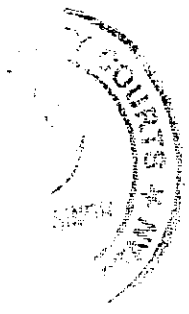
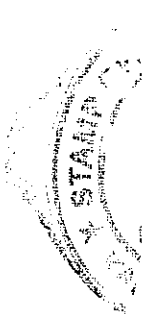
3. CONSULTANT'S PERSONNEL

4.1 Description of Personnel

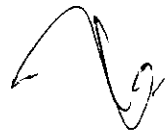
The Consultant shall employ and provide such qualified and experienced Personnel and Sub-Consultants as are required to carry out the Services. The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out the Services of the Consultant's Key Personnel are described in Appendix-C. The Key Personnel and Sub-Consultants listed by title as well as by name in Appendix-C are hereby approved by the PA.

4.2 Removal and/or Replacement of Personnel

- a Except as the PA may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Consultant, such as retirement, death, medical incapacity, among others, it becomes necessary to replace any of the Key Personnel, the Consultant shall provide as a replacement a person of equivalent or better qualifications.
- b If the PA finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Consultant shall, at the PA's written request specifying the grounds thereof, provide as a



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[Signature]
Program Coordinator, AAP
Local Government & P Department



replacement a person with qualifications and experience acceptable to the PA.

- c. The Consultant shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

5. OBLIGATIONS OF THE PA

5.1 Assistance and Exemptions

The PA shall use its best efforts to ensure that the Government shall provide the Consultant such assistance and exemptions if specified in the SC.

5.2 Change in the Applicable Law Related to Taxes and Duties

If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost incurred by the Consultant in performing the Services, then the remuneration and reimbursable expenses payable by the consultant under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred to in Clauses GC 6.2.1(a) or (b), as the case may be.

5.3 Services and Facilities

The PA shall make available free of charge to the Consultant the Services and Facilities listed in SC.

6. PAYMENTS TO THE CONSULTANT

6.1 Security

The consultant has to submit bid security and the performance security at the rate mentioned in SC.

6.2 Lump Sum

The total payment due to the Consultant shall not exceed the Contract Price which is an all-inclusive fixed lump-sum covering all costs required to carry out the Services described in Appendix A. Except as provided in Clause 5.2, the Contract Price may only be increased above the amounts stated in Clause 6.2 if the Parties have agreed to additional payments in accordance with Clause 2.4.

6.3 Contract Price

The price payable in Pak Rupees foreign currency/ is set forth in the SC.

6.4 Payment for Additional Services

For the purpose of determining the remuneration due for additional services as may be agreed under Clause 2.4, a breakdown of the lump-sum price is to be provided in Appendices D and E.

6.5 Terms and Conditions of payment

Payments shall be made to the account of the Consultant and according to the payment schedule stated in the SC. Unless otherwise stated in the SC, the first payment shall be made against the provision by the Consultant of an advance payment guarantee for the same amount, and shall be valid for the period stated in the SC. Such guarantee shall be in the form set forth in Appendix-G hereto, or in such other form, as the PA shall have approved in writing. Any other payment shall be made after the conditions listed in the SC for such payment have been met, and the Consultant has submitted an invoice to the PA specifying the amount due.



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Program Coordinator AAP
Local Government - Faisalabad

7. GOOD FAITH

7.1 Good Faith

The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

8. SETTLEMENT OF DISPUTES

8.1 Amicable Settlement

The Parties agree that the avoidance or early resolution of disputes is crucial for a smooth execution of the Contract and the success of the assignment. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

8.2 Dispute Resolution

Any dispute between the Parties as to matters arising pursuant to this Contract that cannot be settled amicably within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement may be submitted by either Party for settlement in accordance with the provisions specified in the SC.



Program Coordinator AAP
Local Government - AP Department



Special Conditions of Contract

Number of Amendments of, and Supplements to, Clauses in the General Conditions of Contract

1.1 Sindh Public Procurement Act and Sindh Public Procurement Rules 2010

1.2 The language is English

1.3 The addresses are:

Procuring Agency: Local Government Department, Ground Floor, Sindh Secretariat, Building No. 5, Karachi.

Attention: Director (PM&EC) - Program Coordinator (AAP)

Telephone: +92-21-99211172 Facsimile: +92-21-99211172

E-mail: Faheem.junejo@gov.pk cgmeigd@gmail.com

NGO: Health and Nutrition Development Society (HANDS)

Attention: Chief Executive

Facsimile: 021-32120400-10

Telephone: 0300-820057

E-mail: tamveer.ahmed@hands.org.pk

1.4 The location is province of Sindh

1.5 The member in charge is _____

1.6 The Authorized Representatives are

For the P.A: Faheem Junjo, Program Coordinator (AAP), Local Govt. Department

For the NGO: Dr. Shailch Tamveer Ahmed, Chief Executive.

1.7 The P.A will deduct all applicable taxes at source without reimbursement.

1.8 The Effectiveness date is (insert date).

1.9 The date of commencement of services is (insert date)..

1.10 The time period shall be 90 months

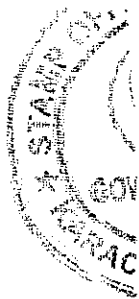
1.11 The risks and the coverage shall be as follows:

a. Third Party motor vehicle liability insurance in respect of motor vehicles operated by the NGO or its Personnel or any Sub-Consultants or their Personnel. Rs. 1,00,000,000.

Third Party liability insurance.

Professional liability insurance.

employer's liability and workers' compensation insurance in respect of the Personnel of the NGO and of any Sub-Consultants, in accordance with the relevant provisions of the Applicable Law, as well as, with respect to such



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Program Coordinator, AAP
Local Government Department

[Signature]

Personnel, any such life, health, accident, travel or other insurance as may be appropriate; and
e. insurance against loss of or damage to (i) equipment purchased in whole or in part with funds provided under this Contract, (ii) the NGO's property used in the performance of the Services, and (iii) any documents prepared by the NGO in the performance of the Services.

14. The other actions are insert actions.

15. The NGO shall not use these documents and software for purposes unrelated to this Contract without the prior written approval of the P.A.

16. Not Applicable

17. Not Applicable

18. Performance security equal to 5% in form of pay order, demand draft or bank guarantee shall be submitted by the vendor.

19. The Contract price is Rs. 80,00,000/- (insert amount and currency for each currency as applicable)

20. **The payment schedule:**

- a) **1st payment: Five (5) percent** of the contract amount on upon submission and acceptance of Inception Report.
- b) **2nd payment: Five (5) percent** of the contract amount on selection of villages and submission of District ODF Plan duly approved by the District Coordination Committee.
- c) **Subsequent 12 payments: Seven (7) percent** of the contract amount on ODF Verification and Certification of every 50 villages.
- d) **Final payment: Six (6) percent** of the contract amount on successful completion of the contract.

21. Disputes shall be settled by complaint redressal committee define in SPPR 2010 or through arbitration Act of 1999.


Program Coordinator AAP
The Government WFP Department



HANDS

HANDS - Humanitarian Assistance Network for Disaster Relief - 30 Street Badli Chowk, Dost Road, Karachi - Karachi
Tel: +92 (0) 3337 6611, +92 (0) 333 661 662 Fax: +92 (0) 333 34559252
Email: info@hands.org.pk Karachi: karachi@hands.org.pk www.handsinternational.org.uk

FORM FAS- FINANCIAL PROPOSAL SUBMISSION FORM

Karachi, 14th Feb, 2018

The Program Coordinator - AAP, Director, P.A.A.P
Local Govt. Department,
District Suddar, Social Secretariat
Building No. 04, Suddar

We, the undersigned, offer to provide the consulting services for social mobilisation to achieve **SDP Villages in District Suddar under Accelerated Action Plan (AAP) for Reduction of stunting & Malnutrition, Local Government Department, Government of Sindh**. We are submitting proposal for District Suddar in accordance with your Request for Proposal dated 29th January, 2018 and our Technical Proposal. Our attached Financial Proposal is for the sum of **(PKR. 80,000,000/-)** Eighty Million rupees.

Our Financial Proposal shall be binding on us subject to the modifications resulting from standard regulations up to submission of the validity period of the Proposal, i.e. before the date indicated in Paragraph Reference - 1.1 of the Data Sheet.

No commissions and gratuities shall or to be paid by us to agents relating to this Proposal and **Contract conditions, if we are awarded the contract, are listed below:**

Name and Address of Agents	Amount and Currency	Purpose of Commission or Gratuity
Nil	Nil	Nil

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature
[Handwritten Signature]



Name and Title of Signatory: **Dr. Saikh Tanveer Ahmed (Chief Executive -HANDS)**

Name of Firm: **Health And Nutrition Development Society - HANDS**
Address: **Plot No 158 / 55 - Off Karachi Hyderabad Motorway New Baqai Medical Gadap Road Karachi**



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|---|---|---|
| <p>London: Tel: 020 7583 0535 Email: london@hands.org.uk</p> <p>Amsterdam: Tel: 020 697 4323 Email: amsterdam@hands.org.uk</p> <p>Geneva: Tel: 022 919 1700 Email: geneva@hands.org.uk</p> <p>London: Tel: 020 7583 0535 Email: london@hands.org.uk</p> <p>Amsterdam: Tel: 020 697 4323 Email: amsterdam@hands.org.uk</p> <p>Geneva: Tel: 022 919 1700 Email: geneva@hands.org.uk</p> | <p>London: Tel: 020 7583 0535 Email: london@hands.org.uk</p> <p>Amsterdam: Tel: 020 697 4323 Email: amsterdam@hands.org.uk</p> <p>Geneva: Tel: 022 919 1700 Email: geneva@hands.org.uk</p> <p>London: Tel: 020 7583 0535 Email: london@hands.org.uk</p> <p>Amsterdam: Tel: 020 697 4323 Email: amsterdam@hands.org.uk</p> <p>Geneva: Tel: 022 919 1700 Email: geneva@hands.org.uk</p> | <p>London: Tel: 020 7583 0535 Email: london@hands.org.uk</p> <p>Amsterdam: Tel: 020 697 4323 Email: amsterdam@hands.org.uk</p> <p>Geneva: Tel: 022 919 1700 Email: geneva@hands.org.uk</p> <p>London: Tel: 020 7583 0535 Email: london@hands.org.uk</p> <p>Amsterdam: Tel: 020 697 4323 Email: amsterdam@hands.org.uk</p> <p>Geneva: Tel: 022 919 1700 Email: geneva@hands.org.uk</p> |
|---|---|---|

HANDS Suggestions And Complaint System / HANDS Disaster Communication Cell:

London: Tel: 020 7583 0535 Email: london@hands.org.uk | Karachi: Tel: 0332 661 662 Mobile: 0345-8227501 Email: info@hands.org.pk Web: www.hands.org.pk

Program Coordinator, AAP
Local Government, S.S.S. Department

Item	Costs
Total Cost of Financial Proposal	PKR (80,000,000/-)

(80,000,000/-)

*Report by M. Iqbal Khan
Approved by M. Iqbal Khan
M. Iqbal Khan*

Indicate the total costs excluding local taxes to be paid by the NGO. Such total costs must coincide with the sum of the relevant "subtotals" indicated in all Forms FIN-3 provided with the Proposal.

The Consultants are required to ascertain the reimbursement cost, as required for the assignment

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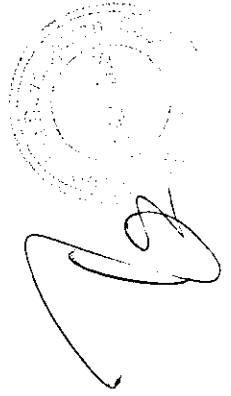
Sindh Public Procurement Regulatory Authority

[Signature]

FORM FIN-3 BREAK DOWN COST

Not Applicable

Sindh Public Procurement Regulatory Authority



Signature

Signature

1/11/2011

FORM FIN-4 BREAK DOWN REMUNERATION

Group Of Activities (Phase):		Name	Position	Staff Month Rate	Input (Staff-Months)	S	S	S	PKR
Staff									
		Maqbool Rahu	District Coordinator	70000*(8/22)	30				763,636
			Field	70000*(14/22)					1,336,364
			Home	60000*(15/22)	30				1,227,273
		Umar Ali	Specialist	60000*(7/22)					572,727
			Home	60000*(15/22)	30				1,227,273
		Zulfikar Sario	Social Management	60000*(7/22)					572,727
		Muhammad Ramzan	Communication and	70000*(15/22)	30				1,431,818
		Dayo	Behaviour Change	70000*(7/22)					668,182
			Home	35000*(0/22)	30				-
		Ataullah Najar	SO Male	35000*(22/22)					1,050,000
			Home	35000*(0/22)	30				-
		Gubram Farced	SO Male	35000*(22/22)					1,050,000
			Home	35000*(0/22)	30				-
		Shahnawaz	SO Male	35000*(22/22)					1,050,000
			Home	35000*(0/22)	30				-
		Abdul Hafcez	SO Male	35000*(22/22)					1,050,000
			Home	35000*(0/22)	30				-
		Farzana Mahar	SO Female	35000*(22/22)					1,050,000
			Home	35000*(0/22)	30				-
		Farzana Mirani	SO Female	35000*(22/22)					1,050,000
			Home	35000*(0/22)	30				-
		Rehana Solangi	SO Female	35000*(22/22)					1,050,000
			Home	35000*(0/22)	30				-
		Sadia	SO Female	35000*(22/22)					1,050,000
			Home	35000*(0/22)	30				-
				Total Costs					16,200,000

[Handwritten signature]

- 1 Form FIN-4 shall be filled of the forms FIN-3 provided
- 2 Professional staff should be indicated individually. Support Staff Should be indicated per Category (e.g. draftsman, Clerical Staff)
- 3 Position of the Professional Staff shall coincide with the ones indicated in Form TEC11-5
- 4 Indicate, separately staff-month rate and currency for home and field and suppose that same man months will be required and works shall be provided to any firm
- 5 Indicate Separately for home and field work, the total expected input of staff for carrying out the group of activities or phase indicated in the Form

Indicate between brackets the name of the foreign currency. Use the same columns and currencies of Form FIN-2. For each staff indicate the remuneration in the column of the relevant currency, separately for home and field work. Remuneration = Staff month Rate x Input

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FORM FIN-5 BREAK DOWN REMUNERATION

This Form FIN-4 shall only be used when it is indicated in Reference Paragraph 5.6 of the Data Sheet that remuneration shall be Lump-Sum. Information to be provided in this form shall only be used to establish payment to the Consultant for possible additional Services requested by the PA

Name	Position	Staff-Month rate	
Staff			
Maqbool Rahu	District Coordinator	Home	70000*(8/22)
		Field	70000*(14/22)
Umar Ali	Social Mobilization Specialist	Home	60000*(15/22)
		Field	60000*(7/22)
Zulfiqar Sario	Enviornmental and Social Management Specialist	Home	60000*(15/22)
		Field	60000*(7/22)
Munammad Ramzan Dayo	Communication and Behaviour Change Specialist	Home	70000*(15/22)
		Field	70000*(7/22)
Atullah Napar	SO Male	Home	35000*(0/22)
		Field	35000*(22/22)
Guhram Fareed	SO Male	Home	35000*(0/22)
		Field	35000*(22/22)
Shahnawaz	SO Male	Home	35000*(0/22)
		Field	35000*(22/22)
Abdul Hafeez	SO Male	Home	35000*(0/22)
		Field	35000*(22/22)
Farzana Mahar	SO Female	Home	35000*(0/22)
		Field	35000*(22/22)
Farzana Mirani	SO Female	Home	35000*(0/22)
		Field	35000*(22/22)
Rehana Solangi	SO Female	Home	35000*(0/22)
		Field	35000*(22/22)
Sadia	SO Female	Home	35000*(0/22)
		Field	35000*(22/22)


- 1 Form FIN-4 shall be filled in for the same Professional and Support Staff Listed in Form TECH-7
- 2 Professional staff should be indicated individually; Support Staff Should be indicated per Category (e.g draftsman, Clerical Staff)
- 3 Position of the Professional Staff shall coincide with the ones indicated in Form TECH-5
- 4 Indicate separately staff-moth rate and currency for home and field work.

Sindh Public Procurement Regulatory Authority

Program Coordinator, AAP
 Local Government NTP Development

FORM FIN-6 BREAKDOWN OF EXPENSES (NOT REQUIRED)

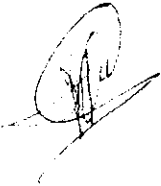
- 1 Form FIN-5 should be filled for each of the Forms FIN-3 provided , if needed
- 2 Delete items that are not applicable or add other items according to Paragraph Reference 3.6 of the Data Sheet
- 3 Indicate unit cost and currency
- 4 Indicate between brackets the name of the foreign currency .Use the same columns and currencies of Form FIN-
- 6 Only if the training is a major component of the assignment, defined as such in the TOR



Program Coordinator, AAR
Local Government NTP Department



Sindh Public Procurement Regulatory Authority



FORM FIN-7. BREAKDOWN OF EXPENSES

(This Form FIN-7 shall only be used when it is indicated in Reference Paragraph 5.6 of the Data Sheet that remuneration shall be Lump-Sum. Information to be provided in this form shall only be used to establish payment to the Consultant for possible additional Services requested by the P/A)

Group Activities (Phase):				
S.No	Particulars	Unit	Unit Cost	Amount
1	Personnel Cost			8,250,000
2	Social Mobilization			45,180,000
3	Behaviour Change Communication - Demand & Supply			4,750,000
4	Monitoring & Evaluation			400,000
5	Running Costs			13,395,000
6	Capital Expenditure			480,000
7	Overhead Program Cost			7,545,000
TOTAL COSTS				80,000,000

Signature
Signature
Signature
Signature

1. Delete items that are not applicable or add other items according to Paragraph Reference 3.6 of the Data Sheet.
2. Indicate unit cost and currency.
3. Only if the training is a major component of the assignment, defined as such in the TOR.

Signature

SCOPE OF SERVICES FOR NGO / SCHEDULE OF REQUIREMENTS

I. Community based services

NGO will:

- a. Develop and operational manual and work plan for the implementation of the task in Sukkur District as outlined below. The manual should explain the objective, the implementation of community led total sanitation plans and proposed participation and linkages. It will also spell out the reporting mechanisms, monitoring and supervision plan.
 1. Conducting situation analysis to identify and facilitate selection of villages for implementation.
 2. Work with the existing Village Organizations (VOs) which are already formed to implement any government led Community Strengthening Program by strengthening and reviving them or facilitate formation of new VOs which will be either working as ODF Committees or having an ODF Sub-Committee. The formation of VOs would be through a coordinated effort with all key stakeholders and those would be registered with appropriate authorities.
 3. Development of Village ODF Plans on the binding template and guidelines.
 4. Consolidation of Village ODF Plans to District ODF Plan and seeking its approval from the District Coordination Committee and sharing approved copy of the District ODF Plan with Coordinator, AAP, Local Government Department.
 5. Implementing Community Led Total Sanitation (CLTS) Process in targeted villages. The key steps and activities under CLTS will include:
 - a. Pre-Triggering: This includes meeting communities, conducting situation analysis to assess general state of health, nutrition and sanitation.
 - b. Triggering: This includes defecation area transect, mapping of defecation areas, calculation of feces and medical expenses, triggering disgust and ignition.
 - c. Post-Triggering: This include encouragement, Community action follow-ups, participatory monitoring and indicators setting, verifying and certifying ODF villages, ODF celebrations and the monitoring and sustaining the ODF status.
 6. Assisting District Coordination Committee for ODF Certification.
 7. Encouraging local entrepreneurs to trade in locally acceptable sanitary items.
 8. Support implementation of Environmental and Social Management Framework.

II. School based services:

- a. Hygiene promotion sessions with school teachers.
- b. WASH assessment at school.

III. Coordination & Reporting:

The Implementing Partners (IPs/NGOs) are required to coordinate with following key stakeholders:

- a. The IPs will submit monthly Progress Report to the District Coordination Committee and Coordinator, AAP on the standard formats to be jointly devised and approved by

the Coordinator, AAP in consultation with Nutrition Secretariat being a multi-sectoral program.

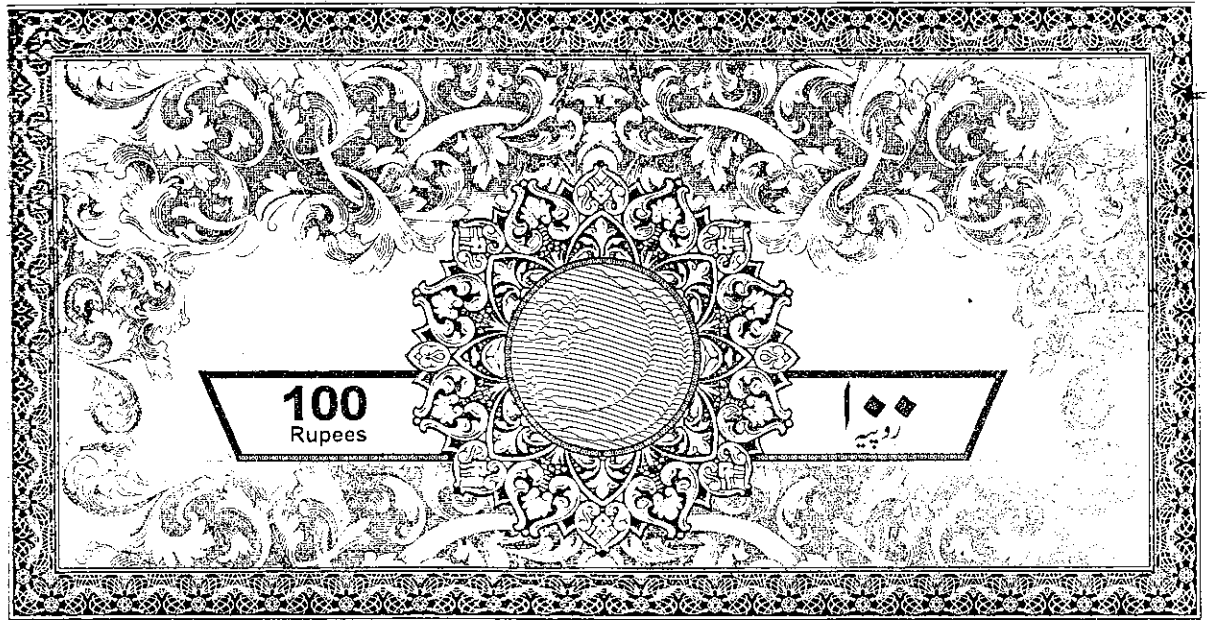
- b. It is obligatory by the IPs to be the member of District Coordination Committee of the district.

Duration of Assignment: 30 months

Inception Report: Five copies of Inception Report should be submitted for approval within 40 days from the date of signing the contract. Once approved by the client, 20 copies of the approved inception report be submitted.

District ODF Plan: District ODF Plan shall be submitted to District Coordination Committee (DCC) and the office of the Program Coordinator (3 sets at each place) within 120 days of signing of the contract. The same should be got approved from the DCC.

Population Coverage: Approximately **70% of rural population** of the district to be covered by taking up **minimum of 600 villages** throughout the district.



HASNAIYA STATE VENDOR 27 JUN 2018

27485
Handwritten notes and stamps on the left side of the document.

M. Naeem Kappur
Handwritten signature of the supplier.

(INTEGRITY PACT)
DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC.
PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN
CONTRACTS WORTH RS. 10.00 MILLION OR MORE

Contract No. _____ Dated: June 27th, 2018

Contract Value: PKR 80,000,000

Contract Title: HIRING THE SERVICES OF NGO FOR SOCIAL MOBILIZATION TO ACHIEVE THE ODF VILLAGES FOR DISTRICT SUKKUR

HANDS hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Sindh (GoS) or any administrative subdivision or agency thereof or any other entity owned or controlled by GoS through any corrupt business practice.

Without limiting the generality of the foregoing, HANDS represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoS, except that which has been expressly declared pursuant hereto.

HANDS certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoS and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

HANDS accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to GoS under any law, contract or other instrument, be voidable at the option of GoS.

Notwithstanding any rights and remedies exercised by GoS in this regard, [name of Supplier] agrees to indemnify GoS for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoS in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoS.

Name of Buyer: _____
Signed by: Dr. FAHEEM AKHTAR JUNEJO
Title: Program Coordinator, Department Accelerated Action Plan, Local Government Department

Name of Supplier: _____
Signed by: Dr. SHAIKH TANVEER AHMED
Title: Chief Executive, Health and Nutrition Development Society - HANDS