

GOVERNMENT OF SINDH
PLANNING AND DEVELOPMENT DEPARTMENT
MONITORING AND EVALUATION CELL
KARACHI

EXPRESSION OF INTEREST FOR THIRD PARTY VALIDATION

Contract for delivery of Consultancy Service to carry out the Third Party Validation of the Programme interventions of a project named "Union Council Based Poverty Reduction Program" in Districts Shikarpur and Kashmore-Kandhkot" .

1. Sindh Rural Support Organization, Government of Sindh is implementing the project. The overarching objective of the program is to organize the poor communities and provide them access to grants, interest free loans, and vocational skills for improving their livelihoods in addition to low cost housing, health insurance, small scale community physical infrastructure etc. The households were identified through Poverty Scorecard Census. Most of the interventions are designed to focus the bottom two bands of PSC i.e. 0-11 and 12-18.
2. Government of Sindh intends to hire the services to carry out the Third Party validation of the Programme interventions to ensure transparency, quality and effective and judicious utilization of development funds. The TPV exercise will cover all served Union councils and all kind of services. The selected consulting firms / organizations will cover different sample size of different activities.
3. In this regard, M&E Cell, P&D Department, Govt. of Sindh invites the Expression of Interest (EOI) from the reputable Consulting Firms / Organizations, Public & Private Sector Academic Institutes for the purpose of validation of Union Council based Poverty Reduction Program in Districts Shikarpur and Kashmore-Kandhkot as per SPPRA Rules 2010.
4. The interested reputable consulting firms / organizations and academic institutes are invited to submit relevant documents for the purpose of TPV. The Consultants should have demonstrable relevant experience of 08-10 years in Validation, Research etc preferably in Social Development Sector. Prior experience of working in Sindh is preferred. The Request for Proposal will only be issued to the short listed firms.
5. **Mandatory Provisions/Eligibility:** Firm must attach the following:
 1. Valid registration certificate from income tax authority (NTN)
 2. Registration with relevant professional body/organization.
 3. Affidavit that firm has never been blacklisted or debarred by GOS.
 4. Detail of disputes /litigation or arbitration with clients
 5. Audited financial Statements for the last five years or any other documents which verifies their Financial Status.
 6. Working Capital in hand for this project/work (Attach proof of Bank Statement/Credit Facilities).
 7. Proposed methodology to carry out validation.
6. **Evaluation Criteria**
 - (i) Applications along with required documents shall be evaluated according to the criteria designed by MEC, P&D Department, Government of Sindh. The firms acquiring 70% of total

score with at least 30% in each section shall only be short-listed. The RFP would only be issued to the short listed firms.

(ii) The Procuring Agency (PA) reserves the right to waive minor deviations, if these don't materially affect the capability of an applicant to perform the contract.

(iii) The PA at its discretion ask any firm for clarification of any information with a reasonable time for submission of reply. If any applicant does not provide required clarification within that period, then applicant's application may be rejected.

(iv) Procuring Agency shall disqualify the applicant if at any stage, it finds that the information submitted for prequalification was either significantly inaccurate or dubious/tempered.


7. Please note that:

- i. The firm shall enclose (one original and five copies) of documents in a sealed envelope which shall bear the name, address of applicant, by hand or through Courier / Registered Mail to the address mentioned in advertisement
- ii. If the envelop is not sealed and marked as required, the PA will assume no responsibility for the misplacement or pre-maturing opening of document.
- iii. Document shall be prepared in English language.
- iv. Any lapse to provide essential information may result in disqualification of the applicant.
- v. All clarifications must be sought five calendar days prior to date of opening.
- vi. At any time prior to deadline, the PA may issue addenda.
- vii. Consultants shall bear all costs associated with the preparation and submission of their proposals. The MEC, P&D, Government of Sindh reserves the right to annul the procurement process at any time without thereby incurring any liability to the Applicant Firms.

The detailed TORs & Evaluation/Qualification Criteria can be acquired from Procurement Specialist, Monitoring & Evaluation Cell, P&D Deptt, Government of Sindh, 11th Floor, Lakson Square Building No. 1, Sarwar Shaheed Road, (Opposite Karachi Press Club).

Tel No. 021-35620867-68 during office hours or you can visit our website www.mecsindh.gov.pk

8. The EOI may be sent by mail or to the office of Procurement Specialist (MEC), P&D, Government of Sindh on the address mentioned below within 15 days after the publication of this advertisement.


Procurement Specialist
Monitoring & Evaluation Cell,
P&D Deptt, Government of Sindh,
11th Floor, Lakson Square Building No.1,
Sarwar Shaheed Road, (Opposite Karachi Press Club),
Saddar Town, Karachi-74200.
Tel. No. 021-35620867/68
Fax No. 021-35620869
Email: snizamani@mecsindh.gov.pk

EVALUATION / QUALIFICATION CRITERIA & REQUIRED DOCUMENTS

Mandatory Provisions/Eligibility: Firm must attach the following:

- i. Valid registration certificate from income tax authority (NTN)
- ii. Registration with relevant professional body/organization.
- iii. Affidavit that firm has never been blacklisted or debarred by GOS.
- iv. Detail of disputes /litigation or arbitration with clients
- v. Proposed methodology to carry out validation.

A) Profile of firm: (Max Marks 5) (0.5 mark for each year of establishment of firm)

Basic detail of firm required is:

- i. Name of firm(Legal) *(In case of joint venture (JV), legal name of each partner)*
- ii. Nature of firm *(Corporation, Partnership, Trust, NGO etc)*
- iii. Head Office address *(telephone, fax Numbers, E-mail address)*
- iv. Place of Incorporation/ Registration
- v. Year of Incorporation / Registration
- vi. Applicant's authorized representative: *(Name, Telephone, fax numbers, E-mail address)*
- vii. Nationality of owners *(Name, Country)*
- viii. Organizational Structure *(CEO, Board of directors, Organogram)*
- ix. Detail of available office facilities.

(B) General Experience and past performance: (Max Marks 30)

- i. Projects of similar nature, complexity and completed over last 10 years *(20 Marks)*
(04 Marks for each project)
- ii. Projects of similar nature, complexity executed in similar geographical conditions or in Government of Sindh *(10 marks)*
(02 Marks for each project)

Note:

(i) While giving details of Contracts of similar nature and complexity completed over 10 years, the applicants must provide: Name of contract, Country, Name of PA with Address & Tele No, Nature of works and special features relevant to the contract for which applied, Contract Role (mention Sub Contractor, Partner, Joint venture, value of Total Contract in Pak Rs, date of Award, Date of Completion etc)

(ii) While giving details of projects of similar nature complexity executed in similar geographical conditions or in Government of Sindh, the applicant must provide: Name of Contract, Value of Contract, Name of PA & Completion date

Note: Performance certificate of assignment / project completed must be attached.

(C) Financial: (Max Marks 5)

For Financial Status assessment, the Applicants are required to submit Audited Financial Statements for the last five years or any other documents which verifies their Financial Status with minimum annual turnover of Rs. 2.5 Million. Detail of working Capital in hand for this project/work (Attach proof of Bank Statement/Credit Facilities). Where necessary, the Procuring Agency will make enquiries with the firm's bankers.

(D) Key Personnel qualification and experience: (Max Marks 60)

1. Academic qualification in the relevant field: Max Marks 25 (For 05 Key members, 05 Marks for each Key Personnel)

- a) Team Leader: PhD Degree (Social or Management Sciences): *05 Marks*
Nos Required: 01
- b) Human and Institutional Development (HID) Specialist:
Masters (Social or Management Sciences): *05 Marks*
Nos Required: 01
- c) Financial Specialist: MBA (Finance) / CA: *05 Marks*
Nos Required: 01
- d) Civil Engineer: BE Civil: *05 Marks*
Nos Required: 01
- e) Enumerators: Bachelors Degree: *05 Marks (0.33 mark per person)*
Nos Required: 15

2. Experience of similar assignments with length of experience: Max Marks: 35 (For 5 Key Personnel)

- a) Team Leader: 08-10 years experience with at least 10 similar projects.
Nos Required: 01
Max: 05 Marks (For each similar project 0.5 Marks)
- b) Human and Institutional Development (HID) Specialist:
04-06 years experience of similar projects.
Nos Required: 01
Max: 05 Marks (For each similar project 01 Mark)
- c) Financial Specialist: 05 years experience of similar projects.
Nos Required: 01
Max: 05 Marks (For each similar project 01 Mark)

- d) Civil Engineer: 04-06 years experience of similar projects.
Nos Required: 01
Max: 05 Marks *(For each similar project 01 Mark)*
- e) Enumerators: 03 years experience with at least 05 similar projects.
Nos Required: 15
Max: 15 Marks *(For each person Max marks 1). For each similar project 0.2 Mark per person.*

Final Evaluation Criteria

Proposals along with required documents shall be evaluated according to above mentioned criteria. The firms that acquire 70% of above score with at least 30% in each section shall only be short-listed. The RFP would be issued to the short listed firms.

Disclaimer

Consultants shall bear all the costs associated with preparation and submission of their proposals. The MEC, P&D, Government of Sindh reserves the right to annul the procurement process at any time without thereby incurring any liability to the Applicant Firms.

SECTION – 5 TERMS OF REFERENCE FOR THIRD PARTY VALIDATION

THIRD PARTY VALIDATION OF UNION COUNCIL BASED POVERTY REDUCTION PROGRAMME @ DISTRICT SHIKARPUR AND KASHMORE@KANDHKOT.

1. BACKGROUND

1.1 The Planning and Development Department of the Government of Sindh (GoS) has initiated an indigenous Union Council Based Poverty Reduction Programme (UCBPRP) on pilot basis in the two districts of Sindh i.e. District Shikarpur and Kashmore @ Kandhkot, spread over 86 UCs, with an overall cost estimate of Rs. 3360.172 millions. The project is designed to serve approximately 130,000 households in the two districts. The primary goal of the Programme is to break the vicious circle of poverty through community empowerment and direct interventions at UC levels.

1.2 Components of the pilot initiatives being implemented include poverty assessment, community mobilization, disbursement of Income Generating Grants (IGG), and Community Investment Fund (CIF). Execution of Community Physical Infrastructure (CPI), village Improvements, Low-cost Housing, provision of micro health insurance, primary education, livestock and dairy development, vocational training Programmes etc.

2. OBJECTIVES OF THE PROGRAM

2.1 During the last one year 2009-10 of implementation, Sindh Rural Support Organization (SRSO) through Union Council Based Poverty Reduction Programme has executed a number of activities and an amount of Rs. 790 million has been disbursed to the program.

2.2 Keeping in view that funds have been transferred to SRSO and further to community the PMU P&D department intends to carry out assessment and validity of UCBPRP investments to know the extent of alignment of agreed terms and conditions, process employed and impact of the initiative on completion of one year of actual performance, by hiring services of consult/consulting firm/organization.

3. SCOPE OF WORK

3.1 Funding under UCBPRP has been released to SRSO for undertaking activities in two pilot districts Shikarpur and Kashmore @ Kandhkot (86 Union Councils) for activities. These activities are focused at household level for income generation, skill imparting and improvement of quality life (List of activities/schemes provided)

3.2 The TPV aims to determine following:

- i. Utilization funds were as per approved PC-I and Financing Agreement.
- ii. Relevance of investment to the aims and objectives of UCBPRP.
- iii. Physical Validation of activities.
- iv. To assess the SoPs for different activities and level of adherence to such procedures
- v. To find out the level of satisfaction of direct and indirect beneficiaries.
- vi. To find out areas in which program has contributed towards institutional strengthening at community and SRSO level.
- vii. To assess the overall design and objectives of UCBPRP

4. DELIVERABLES / KEY ASSIGNMENTS OF TPV

- 4.1 Undertake detailed review of UCBPRP main documents consisting of but limited to PC-I, contract agreement, monthly progress reports, financial statements, statement of expenditure etc. The review should culminate into submission of preliminary report demonstrative of consultant's understanding of the Programme.
- 4.2 Present "Validation Framework and Methodology" including Operational Plan to validate the activities of UCBPRP that will be finalized in consultation with MEC P&D, PMU and Implementing partner.
- 4.3 TPV will cover all Union Councils 10 percent sample villages covering beneficiaries
- 4.4 Assess the satisfaction level
- 4.5 Basic Validation Parameters:
The basic parameters of this program to be validated would included 1) Inputs, 2) processes, 3) Outputs and 4) Outcome
- 1) **Inputs**
 - a. Human resources
 - b. Physical and Financial
 - 2) **Processes**
 - a. The level of adherence with the laid down procedures and SOPs;
 - b. Effectiveness of the monitoring & evaluation mechanism by SRSO;
 - c. The level of adherence with the required auditing & accounting practices;
 - d. Adherence and follow-up on timelines;
 - 3) **Outputs**

Validate the number of outputs against the project target and achievement till December 2011.
 - 4) **Outcome**

Qualitative changes due to program interventions
- 4.7 The consulting firm would prepare the comprehensive report based on this assessment which would cover among others also contain:
- i. Analysis of the key process involved in the UCBPRP e.g.
 - (a) Poverty Score card survey
 - (b) VO and CO formation
 - (c) Micro Investment Plans
 - (d) Selection Criteria of schemes and their qualitative and quantitative analysis;
 - (e) Micro Health Insurance
 - ii. Examination of the overall outputs of Programme by investigating
 - (a) Processes
 - (b) Coordination and
 - (c) Policy and Practice change (if any)
 - iii. Identification of key learning (gaps, failures, areas of further improvement) and action points and recommending corrective measures highlighting key achievements.

4.8 The project progress as of December 2011 (from which the sample would be drawn)

S #	Activity	District	Revised Project Targets	Achievements as of Oct,11
1	Poverty Score Card	Shikarpur	50	50
		Kashmore	37	37
2	Households Organized	Shikarpur	103789	102306
		Kashmore	76803	80345
3	CO Formation	Shikarpur	6919	5846
		Kashmore	5120	4710
4	CO members trained in management skills	Shikarpur	12678	11433
		Kashmore	9382	7879
5	CO members trained in CIF Need	Shikarpur	12678	11433
		Kashmore	9382	4909
6	Village Organization Formed	Shikarpur	12678	7555
		Kashmore	9382	4909
7	No. of Participants Trained in VO Management	Shikarpur	2414	1801
		Kashmore	1786	1673
8	No of Participants Trained in VO CIF Training	Shikarpur	5096	6253
		Kashmore	3771	4541
9	VO Book Keeping Training (No of Pax)	Shikarpur	5096	4657
		Kashmore	3771	3710
10	Local Support Organizations formed	Shikarpur	35	8
		Kashmore	25	3
11	CIF to be given Local Support Organizations	Shikarpur	35	
		Kashmore	25	
12	LSO members trained in CIF Appraisal, Monitoring and Book Keeping	Shikarpur	172	
		Kashmore	128	
13	LSO members trained in Managerial Skills and Book Keeping	Shikarpur	172	
		Kashmore	128	
14	LSO members to be sent on Exposure visits	Shikarpur	103	7
		Kashmore	107	3
15	Households to be given IGG	Shikarpur	3668	2170
		Kashmore	2715	1410
16	Households to be given CIF	Shikarpur	44607	30486
		Kashmore	33010	22550
17	Households to be given Scholarship for VTP	Shikarpur	14478	9612
		Kashmore	10713	7063

18	Villagers to be Given Drinking Water Supply	Shikarpur	460	421
		Kashmore	341	340
19	Location to Improve under Low Cost Village	Shikarpur	80	44
		Kashmore	60	12
20	Low cost Housing Scheme	Shikarpur	3128	2581
		Kashmore	2314	1394
21	Experience Sharing Workshops	Shikarpur	67255	19701
		Kashmore	49769	10494
22	Productivity Enhancement Training	Shikarpur	793	117
		Kashmore	578	127
23	TBA	Shikarpur	2002	1694
		Kashmore	1481	1109
24	Non Functional Schools to be functionalized	Shikarpur	150	55
		Kashmore	150	47
25	2 nd Shift Girls Schools to be established	Shikarpur	100	9
		Kashmore	100	15
26	Early Child Hood Centers to be established	Shikarpur	100	4
		Kashmore	100	5

5. OUTPUT/ REPORTING REQUIREMENTS

Following outputs are expected to be achieved at the end of the study

- i. Share operational plan and validation tools
- ii. Report on physical validation of investments
- iii. Report on assessment of investments covering 100% activities
- iv. Report on level of compliance with procedures
- v. Report on level of user satisfaction
- vi. Report on relevance of investment to aims & objectives of program and contribution towards poverty reduction and community empowerment

6. SUBMISSIONS

The Consulting firm will be required to submit following reports during the course of their assignment:

Description of Services	Time Frame
Inception Report containing Validation Frame Work & Methodology with Operational Plan/ & its tools and Field Plan for undertaking activities as per Agreement. (2 copies)	Within 14 days of Effectiveness of the Contract.
Interim Report containing (i) detail of data collection e.g. PC-I as well as relevant documents and examination (ii) Detail of Field visits & initial findings of validation. (2 copies)	Within 49 days after feedback from MEC /PMU.

<p>Draft Final Report containing detailed analysis & evaluation of data with respect to Input, Process and Output i.e. Reports on physical validation of investments, assessment of investments covering 100% activities, level of compliance with procedures, level of user satisfaction and relevance of investment to aims & objectives of program and contribution towards poverty reduction and community empowerment of scheme</p> <p>(2 copies)</p>	<p>Within 84 days of Effectiveness of the Contract.</p>
<p>Final Report integrating the entire evaluation i.e. Identification of key learning (gaps , failures, areas of further improvement) and action points and recommending corrective measures also highlighting key achievements and some role (work) models including executive presentation.</p> <p>(10 copies)</p>	<p>Within 120 days of Effectiveness of the Contract.</p>

7. REPORTING

The consulting firm would coordinate with the Programme Monitoring Unit (PMU) SGRRP and MEC, P&D on regular basis and report to Planning & Development Department.