

# **SPPRA BIDDING DOCUMENTS**



**TECHNICAL AND FINANCIAL PROPOSALS FOR UNDERTAKING  
STUDY OF STRATEGIC ENVIRONMENT AND SOCIAL ASSESSMENT  
(SESA) AND ENVIRONMENTAL SOCIAL MANAGEMENT FRAMEWORK  
(ESMF) FOR INDIVIDUAL COAL FIELDS OF SINDH**

**Sindh Coal Authority  
KARACHI, PAKISTAN  
March – 2017**

## **Instructions to Consultants**

### **Definitions**

- (a) “Procuring Agency (PA)” means the department with which the selected Consultant signs the Contract for the Services.
- (b) “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
- (c) “Contract” means an agreement enforceable by law and includes General and Special Conditions of the contract.
- (d) “Data Sheet” means such part of the Instructions to Consultants that is used to reflect specific assignment conditions.
- (e) “Day” means calendar day including holiday.
- (f) “Government” means the Government of Sindh.
- (g) “Instructions to Consultants” (Section 2 of the proposal) means the document which provides (as the case may be) Consultants with all information needed to prepare their Proposals.
- (h) “LOI” (Section 1 of the RFP) means the Letter of Invitation sent by the procuring agency to the Consultant.
- (i) “Proposal” means the Technical Proposal and the Financial Proposal.
- (j) “RFP” means the Request For Proposal prepared by the procuring Agency for the selection of Consultants in case of already prequalified firms.
- (k) “Sub-Consultant” means any person or entity to whom the Consultant subcontracts any part of the Services.
- (l) “Terms of Reference” (TOR) means the document included in the RFP as Section 5 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the procuring agency and the Consultant, and expected results and deliverables of the assignment.

**2. Introduction**

- 2.1 The Procuring Agency named in the Data Sheet will select a Consultant (from the short list prepared through Request for Expression of Interest or from list of qualified consultant prepared through prequalification process), in accordance with the method of selection specified in the Data Sheet.
- 2.2 The eligible Consultants (prequalified/shortlisted) are invited to submit a Technical Proposal and a Financial Proposal, or a Technical Proposal only, as specified in the Data Sheet. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Consultant.
- 2.3 Consultants should familiarize themselves with rules / conditions and take them into account while preparing their Proposals. Consultants are encouraged to attend a pre-proposal conference if one is specified in the Data Sheet. Attending the pre-proposal conference is, however optional. Consultants may liaise with procuring agency's representative named in the Data Sheet for gaining better insight into the assignment.
- 2.4 Consultants shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Procuring Agency reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultants.
- 2.5 Procuring Agency may provide facilities and inputs as specified in Data Sheet.

**3. Conflict of Interest**

- 3.1.1 Consultants are required to provide professional, objective, and impartial advice and holding the Procuring Agency interest paramount. They shall strictly avoid conflict with other assignments or their own corporate interest. Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the Procuring Agency, or that may reasonably be perceived as having such effect. Failure to disclose said situations may lead to the disqualification of the Consultant or the termination of its Contract.
- 3.1.2 Without limitation on the generality of the foregoing, Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:
  - (i) A consultant that has been engaged by the procuring agency to provide goods, works or services other than consulting services for a project, any of its affiliates, shall be disqualified from providing consulting services related to those goods, works or services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, any of its affiliates, shall be disqualified from subsequently providing goods or works or

services other than consulting services resulting from or directly related to the firm's consulting services for such preparation or implementation.

(ii) A Consultant (including its Personnel and Sub-Consultants) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant to be executed for the same or for another Procuring Agency.

(iii) A Consultant (including its Personnel and Sub-Consultants) that has a business or family relationship with a member of the Procuring Agency's staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the assignment, (ii) the selection process for such assignment, or (iii) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved.

**Conflicting Relationships**

3.2 Government officials and civil servants may be hired as consultants only if:

(i) They are on leave of absence without pay;

(ii) They are not being hired by the agency they were working for, six months prior to going on leave; and

(iv) Their employment would not give rise to any conflict of interest.

**4. Fraud and Corruption**

It is Government's policy that Consultants under the contract(s), observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, the Procuring Agency follows the instructions contained in Sindh Public procurement Rules 2010 amended in 2013 which defines:

"corrupt and fraudulent practices" includes the offering, giving, receiving, or soliciting, directly or indirectly of anything of value to influence the act of another party for wrongful gain or any act or omission, including misrepresentation, that knowingly or recklessly misleads or attempt mislead a party to obtain a financial or other benefit or to avoid an obligation;

Under Rule 35 of SPPR2010 amended in 2013, "The PA can interalia blacklist Bidders found to be indulging in corrupt or fraudulent practices. Such barring action shall be duly publicized and communicated to the SPPRA. Provided that any supplier or contractor who is to be black-listed shall be accorded adequate opportunity of being heard".

**5. Integrity Pact**

Pursuant to Rule 89 of SPPR 2010 amended in 2013 Consultant undertakes to sign an Integrity pact in accordance with prescribed format attached hereto for all the

		procurements estimated to exceed Rs.2.5 million.
<b>6. Eligible Consultants</b>	6.1	If a pre-qualification process has been undertaken, as outlined under Rule 27 and 28 of SPPR 2010 amended in 2013 for the Contract(s) for which these documents are being issued, those firms - in case of Joint Ventures with the same partner(s) and Joint Venture structure - that had been eligible.
	6.2	Short listed consultants emerging from request of expression of interest are eligible in case of already prequalified.
	6.3	National consultant in case of NCB (National Competitive bidding) and international consultant in case of ICB (International competitive Bidding) shall comply with applicable laws concerning Federal, Provincial & Local taxes and specific eligible parameters defined in the Data sheet, terms of reference ToRs; and consultant from eligible source countries (for ICB) as defined under the rules, laws statutes or relevant instructions of Federal/Provincial Government are eligible
<b>7. Eligibility of Sub-Consultants</b>		A prequalified/shortlisted Consultant would not be allowed to associate with Consultants who have failed to qualify the pre-qualification/short listing process.
<b>8. Only one Proposal</b>		Prequalified/Shortlisted Consultants may only submit one proposal. If a Consultant submits or participates in more than one proposal, such proposals shall be disqualified. Participation of the same Sub- Consultant, including individual experts, to more than one proposal is not allowed
<b>9 Proposal Validity</b>	9.1	The Data Sheet indicates Proposals validity that shall not be more than 90 days in case of National Competitive Bidding (NCB) and 120 days in case of International competitive Bidding (ICB). During this period, Consultants shall maintain the availability of Professional staff nominated in the Proposal. The Procuring Agency will make its best effort to complete negotiations within this period. Should the need arise; however, the Procuring Agency may request Consultants to extend the validity period of their proposals. Consultants who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal, or in their confirmation of extension of validity of the Proposal, Consultants may submit new staff in replacement, who would be considered in the final evaluation for contract award. Consultants who do not agree have the right to refuse to extend the validity of their Proposals.
<b>10. Clarification and Amendment</b>	10.1	Consultants may request for a clarification of contents of the bidding document in writing, and procuring agency shall respond to such queries in writing within three calendar days, provided they are received at least five calendar days prior to the date of opening of proposal. The procuring agency shall communicate such response to all parties

who have obtained the document without identifying the source of inquiry. Should the PA deem it necessary to amend as a result of a clarification, it shall do so.

- 10.2 At any time before the submission of Proposals, the Procuring Agency may amend by issuing an addendum/ corrigendum in writing. The addendum shall be sent to all Consultants and will be binding on them. Consultants shall acknowledge receipt of all amendments. To give Consultants reasonable time in which to take an amendment into account in their Proposals the Procuring Agency may, if the amendment is substantial, extend the deadline for the submission of Proposals.

### **11. Preparation of Proposals**

- 11.1 In preparing their Proposal, Consultants are expected to examine in detail the documents. Material deficiencies (deviation from scope, experience and qualification of personnel) in providing the information requested may result in rejection of a Proposal.
- 11.2 The estimate number of professional staff months or the budget required for executing the assignment should be shown in the data sheet, but not both. However, proposal shall be based on the professional staff month or budget estimated by the consultant.

### **12. Language**

The Proposal as well as all related correspondence exchanged by the Consultants and the Procuring Agency shall be written in English. However, it is desirable that the firm's Personnel have a working knowledge of the national and regional languages of Islamic Republic of Pakistan.

### **13. Technical Proposal Format and Content**

- 13.1 While preparing the Technical Proposal, consultants must give particular attention to the following:
- i) If a consultant considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other firms or entities in a joint venture or sub-consultancy, as appropriate. The international consultants are encouraged to seek the participation of local consultants by entering into a joint venture with, or subcontracting part of the assignment to, national consultants.
  - (ii) For assignments on a staff-time basis, the estimated number of professional staff-months is given in the Data Sheet. The proposal shall, however, be based on the number of professional staff-months estimated by the firm. For fixed-budget-based assignments, the available budget is given in the Data Sheet, and the Financial Proposal shall not exceed this budget.
  - (iii) It is desirable that the majority of the key professional staff proposed be permanent employees of the firm or have an extended and stable working relationship with it.
  - (iv) Proposed professional staff must, at a minimum, have

the experience indicated in the Data Sheet, preferably working under similar geographical condition.

(v) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) shall submitted for each position.

13.2 The Technical Proposal shall provide the following information using the attached Standard Forms (Section 3):

i) A brief description of the consultant organization and an outline of recent experience on assignments (Section 3-2) of a similar nature. For each assignment, the outline should indicate, inter alia, the profiles of the staff, duration of the assignment, contract amount, and firm's involvement.

(ii) Any comments or suggestions on the Terms of Reference and on the data, a list of services, and facilities to be provided by the PA (Section 3-3).

(iii) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing (Section 3-5).

(iv) CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal (Section 3-6). Key information should include number of years working for the consultant and degree of responsibility held in various assignments during the last (PA may give number of years as per their requirement) years.

(v) Estimates of the total staff input (professional and support staff; staff time) needed to carry out the assignment, supported by bar chart diagrams showing the time proposed for each professional staff team member (Sections 3-7 and 3-8).

(vi) A detailed description of the proposed methodology, work plan for performing the assignment, staffing, and monitoring of training, if the Data Sheet specifies training as a major component of the assignment (Section 3-4).

(vii) Any additional information requested in the Data Sheet.

13.3 The Technical Proposal shall not include any financial information.

## **14. Financial Proposals**

14.1 The Financial Proposal shall be prepared using the attached Standard Forms (Section 4). It shall list all costs associated with the assignment, including (a) remuneration for staff (in the field and at the Consultants' office), and (b) reimbursable expenses indicated in the Data Sheet (if applicable). Alternatively Consultant may provide their own list of cost. If appropriate, these costs should be broken

down by activity. All activities and items described in the Technical Proposal must be priced separately; activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.

**15. Taxes**

- 15.1 The Consultant will be subject to all admissible taxes including stamp duty and service charges at a rate prevailing on the date of contract agreement unless exempted by relevant tax authority.

**16. Submission, Receipt, and Opening of Proposals**

- 16.1 Proposal shall contain no interlineations or overwriting. Submission letters for both Technical and Financial Proposals should respectively be in the format of TECH-1 of Section 3, and FIN-1 of Section 4. All pages of the original Technical and Financial Proposals will be initiated by an authorized representative of the Consultants (Individual Consultant). The authorization shall be in the form of a written power of attorney accompanying the Proposal
- 16.2 All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs.
- 16.3 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL". Similarly, the original Financial Proposal (if required under the selection method indicated in the Data Sheet) shall be placed in a sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by name of the assignment, and with a warning "DO NOT OPEN WITH THE TECHNICAL PROPOSAL." If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.
- 16.4 The Proposals must be sent to the address indicated in the Data Sheet and received by the PA no later than the time and the date indicated in the Data Sheet, or any extension to this date. Any proposal received by the PA after the deadline for submission shall be returned unopened. In order to avoid any delay arising from the postal or PA's internal despatch workings, Consultants should ensure that proposals to be sent through couriers should reach a day before the deadline for submission.

**17. Proposal Evaluation**

- 17.1 From the time the Proposals are opened to the time the Contract is awarded, the Consultants should not contact the PA on any matter related to its Technical and/or Financial Proposal. Any effort by Consultants to influence the PA in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Consultants' Proposal.

Evaluators of Technical Proposals shall have no access to



the Financial Proposals until the technical evaluation is concluded.

**18. Evaluation of Technical Proposals**

- 18.1 Notwithstanding any method used pursuant to Rule 36 (a-d) of PPR 2010, the evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet. Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it fails to achieve the minimum technical score indicated in the Data Sheet.

In the case of Quality-Based Selection, Selection Based on Consultant's Qualifications, and Single-Source Selection, the highest ranked consultant or firm selected on a single-source basis is invited to negotiate its proposal and the contract on the basis of the Technical Proposal and the Financial Proposal submitted.

**Public Opening and Evaluation of Financial Proposals: (QCBS, Fixed-Budget, and Least-Cost Selection Methods Only)**

- 18.2 After the technical evaluation is completed, the PA shall notify in writing Consultants that have secured the minimum qualifying marks, the date, time and location, allowing a reasonable time, for opening the Financial Proposals. Consultants' attendance at the opening of Financial Proposals is optional.

Financial proposals of those consultants who failed to secure minimum qualifying marks shall be returned unopened.

**19. Evaluation of Financial Proposals**

- 19.1 In QCBS and Least Cost, Financial Proposals shall be opened publicly in the presence of the Consultants' representatives who choose to attend. The name of the Consultants, and the technical scores of the Consultants shall be read aloud. The Financial Proposal of the Consultants who met the minimum qualifying mark will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded.

- 19.2 The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures the formers will prevail. In addition to the above corrections, activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.

- 19.3 The lowest evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100 points. The finan-

cial scores (Sf) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P= the weight given to the Financial Proposal; T + P = 1) indicated in the Data Sheet:  $S = St \times T\% + Sf \times P\%$ . The firm achieving the highest combined technical and financial score will be invited for negotiations. However in least cost the technically qualified consultant with lowest proposed cost shall be selected.

19.4 In the case of Fixed-Budget and Quality Based Selection, the Procuring Agency will select the firm that submitted the highest ranked Technical Proposal.

**20. Negotiations**

20.1 Negotiations will be held at the date and address indicated in the Data Sheet. The invited Consultant will, as a prerequisite for attendance at the negotiations, confirm availability of all Professional staff. Failure in satisfying such requirements may result in the PA proceeding to negotiate with the next-ranked Consultant. Representatives conducting negotiations on behalf of the Consultant must have written authority to negotiate and conclude a Contract.

**21. Technical negotiations**

21.1 Technical Negotiations will include a discussion of the Technical Proposal, the proposed technical approach and methodology, work plan, organization and staffing, and any suggestions made by the Consultant to improve the Terms of Reference. The PA and the Consultants will finalize the Terms of Reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Contract as "Description of Services". Minutes of negotiations, which will be signed by the PA and the Consultant, will become part of Contract Agreement.

**22. Financial negotiations**

22.1 If applicable, it is the responsibility of the Consultant, before starting financial negotiations, to contact the local tax authorities to determine the tax amount to be paid by the Consultant under the Contract. The financial negotiations will include a clarification (if any) of the firm's tax liability, and the manner in which it will be reflected in the Contract; and will reflect the agreed technical modifications in the cost of the services. Consultants will provide the PA with the information on remuneration rates described in the Appendix attached to Section 4 (i.e. Financial Proposal - Standard Forms of this RFP).

**23. Availability of Professional**

23.1 Having selected the Consultant on the basis of, among other things, an evaluation of proposed Professional staff, the PA staff/experts expects to negotiate a Contract on the basis of the Professional staff named in the Proposal. Before contract negotiations, the PA will require assurances that the Professional staff will be actually available. The PA will not consider substitutions during contract negotiations unless both parties agree that undue delay in

the selection process makes such substitution unavoidable or for reasons such as death or medical incapacity. If this is not the case and if it is established that Professional staff were offered in the proposal without confirming their availability, the Consultant may be disqualified. Any proposed substitute shall have equivalent or better qualifications and experience than the original candidate and be submitted by the Consultant within the period of time specified in the letter of invitation to negotiate.

**24. Award of Contract**

24.1 After completing negotiations, the Procuring Agency shall award the Contract to the selected Consultant and within seven of the award of contract, Procuring Agency shall publish on the website of the Authority and on its own website, if such a website exists, the result of the bidding process, identifying the bid through procuring identifying number, if any and the following information, evaluation report, form of contract and letter of award, bill of quantity or schedule of requirement, as the case may be.

24.3 The Consultant is expected to commence the assignment on the date and at the location specified in the Data Sheet.

**25. Confidentiality**

Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Consultants who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Consultant of confidential information related to the process may result in the rejection of its Proposal.

DATA SHEET

Paragraph Reference	Particular
2	Name of the Client: <b><u>Sindh Coal Authority</u></b> Method of selection: <b><u>Quality and Cost-Based Selection Method</u></b> (QCBS)
2.1	Name of the assignment is: PROCUREMENT OF CONSULTANCY SERVICES FOR UNDERTAKING STRATEGIC ENVIRONMENT AND SOCIAL ASSESSMENT (SESA) AND ENVIRONMENTAL SOCIAL MANAGEMENT FRAMEWORK (ESMF) FOR INDIVIDUAL COAL FIELDS OF SINDH The Name of the PA's official (s): Mr. Sindh Coal Authority Karachi Tel: Fax:
9.1	Proposals validity shall not be more than 90 days in case of National Competitive Bidding (NCB) and 120 days in case of International competitive Bidding (ICB).
10.1	Clarifications may be requested not later than 14 days before the submission date. The address for requesting clarifications is: Attention: Mr. Sindh Coal Authority Karachi Tel: Fax:
13	The format of the Technical Proposal to be submitted is: <b><u>Full Technical Proposal</u></b>
15.1	Amounts payable by the Client to the Consultant under the contract to be subject to local taxation: <u>Yes</u> The Consultant will pay local taxes without reimbursement by the Client.
16.2	Consultant must submit the original Technical Proposal and the original of the Financial Proposal.
16.2	Consultant must submit the original and <u>02</u> copies of the Technical Proposal and the original of the Financial Proposal.
16.3	Financial Proposal to be submitted in sealed envelope
16.3	Financial Proposal to be submitted together with Technical Proposal:  <u>Yes</u>

## Section 2 – Instructions to Consultants

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<b>16.4</b>	Consultant must submit the original Technical Proposal, and the original Financial Proposal to the Client to the following address: Attention: Mr. Sindh Coal Authority Karachi Date:31 <sup>st</sup> March, 2017
<b>17.1</b>	Criteria, sub-criteria, and point system for the evaluation of Technical Proposals are those indicated in the Evaluation Sheets listed in <b>Section (IX)</b> . The minimum technical score required to pass is 70 from a maximum of 100 points for QCBS. In addition, the firm will be required to submit the following, along with their technical proposal: i. Firm's Litigation History ii. Affidavit that firm has never been black listed iii. Firms' NTN, GST Registration, Incorporation Certificates and registration with relevant professional body. NOTE: ALL DOCUMENTS MENTIONED ABOVE MUST BE SUBMITTED WITH THE PROPOSAL. Applicants will be declared as non-responsive and their proposals will not be evaluated further if the above documents are not attached with the application or PEC licensing requirements are not met. In such a case, their financial proposals shall be returned unopened as per SPPRA Rules.
<b>19.1</b>	Expected date for opening of Technical Proposals: 31 <sup>st</sup> March, 2017 at: Sindh Coal Authority Karachi
<b>20.1</b>	Expected date and address for contract negotiations: To be announced after finalization of technical proposal.
<b>23</b>	The estimated number of professional staff-months required for the assignment is: <u>19.0</u>
<b>23.1</b>	The Client will provide the following inputs and facilities: All the technical details of the coalfield areas.

## **Technical Proposal - Standard Forms**

- TECH-1    Technical Proposal Submission Form
- TECH-2    Consultant's Organization and Experience
  - A    Consultant's Organization
  - B    Consultant's Experience
- TECH-4    Description of the Approach, Methodology and Work Plan for Performing the Assignment
- TECH-5    Team Composition, Task Assignments, and Summary of CV Information
- TECH-6    Curriculum Vitae (CV) for Proposed Professional Experts
- TECH-7    Personnel Schedule
- TECH-8    Work Schedule

## FORM TECH-1 TECHNICAL PROPOSAL SUBMISSION FORM

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[Location, Date]

To: Mr.,  
Sindh Coal Authority,  
Karachi.

Dear Sirs:

We, the undersigned, offer to provide the consulting services for *[Insert title of assignment]* in accordance with your Request for Proposal dated *[Insert Date]* and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed<sup>1</sup> under a separate envelope.

We are submitting our Proposal in association with/as a Joint Venture: *[Insert a list with full name and address of each joint venture partner or sub-Consultant]*.<sup>2</sup>

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in the Data Sheet, we undertake to negotiate on the basis of the proposed personnel. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in the Data Sheet.

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

We remain,

Yours sincerely,

Authorized Signature *[In full and initials]*: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

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<sup>1</sup> If FBS, LCS or QCBS.

<sup>2</sup> *[Delete in case no association or Joint Venture is proposed.]*

**FORM TECH-2 CONSULTANT'S ORGANIZATION AND EXPERIENCE**

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**A - Consultant's Organization**

*[Provide here a brief (two pages) description of the background and organization of the Consultant and, if applicable, Sub-Consultant and each joint venture partner for this assignment.]*



**B - Consultant's Experience**

[For Full Technical Proposals Only]

*[Using the format below, provide information on each assignment for which your firm, and each joint venture partner or sub-consultant for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within a joint venture or sub-consultancy, for carrying out consulting services similar to the ones requested under this assignment.]*

Assignment name:	Approx. value of the contract (in current PKR):
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No. of person-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract:
Start date (month/year): Completion date (month/year):	No. of professional person-months provided by the joint venture partners or the Sub-Consultants:
Name of joint venture partner or sub-Consultants, if any:	Name of employees of your firm involved and functions performed:
Narrative description of Project:	
Description of actual services provided in the assignment:	

Firm's Name: \_\_\_\_\_

**FORM TECH-3 COMMENTS AND SUGGESTIONS ON THE TERMS OF  
REFERENCE AND ON COUNTERPART STAFF AND FACILITIES TO BE  
PROVIDED BY THE CLIENT**

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**A - On the Terms of Reference**

[For Full Technical Proposals Only]

*[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding others, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]*

**B – On Counterpart Staff and Facilities**

[For Full Technical Proposals Only]

*[Comment here on counterpart staff and facilities to be provided by the Client including: administrative support, office space, local transportation, equipment, data, etcetera.]*

**Form TECH-4 Description of Approach, Methodology and Work Plan for Performing the Assignment**

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*[Technical approach, methodology and work plan are key components of the Technical Proposal divided into the following three chapters:*

- a) Technical Approach and Methodology,*
- b) Work Plan, and*
- c) Organization and Personnel,*

*a) Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.*

*b) Work Plan. In this chapter you should propose the main activities of the assignment, their content and duration, milestones, and delivery dates of the report. The proposed work plan should be consistent with the technical approach and methodology. The work plan should be consistent with the Work Schedule of Form TECH-8.*

*c) Organization and Personnel. In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support personnel.[For joint ventures, you must attach a copy of the joint venture agreement.]*

[illegible]

## FORM TECH-6 CURRICULUM VITAE (CV) FOR PROPOSED NATIONAL EXPERTS

1. **Proposed Position:** \_\_\_\_\_

2. **Name of Firm** [*Insert name of firm proposing the expert*]: \_\_\_\_\_

3. **Name of Expert** [*Insert full name*]: \_\_\_\_\_

4. **Date of Birth:** \_\_\_\_\_ **Citizenship:** \_\_\_\_\_

5. **Education** [*Indicate college/university and other specialized education of expert, giving names of institutions, degrees obtained, and dates of obtainment*]: \_\_\_\_\_

6. **Membership in Professional Associations:** \_\_\_\_\_

7. **Other Trainings** [*Indicate significant training*]: \_\_\_\_\_

8. **Countries of Work Experience:** [*List countries where expert has worked in the last ten years*]: \_\_\_\_\_

9. **Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]: \_\_\_\_\_

10. **Employment Record** [*Starting with present position, list in reverse order every employment held by expert since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:

FROM [YEAR]: \_\_\_\_\_ TO [YEAR]: \_\_\_\_\_

Employer: \_\_\_\_\_

POSITIONS HELD: \_\_\_\_\_

<p><b>11. DETAILED TASKS ASSIGNED</b></p> <p><b>[LIST ALL TASKS TO BE PERFORMED UNDER THIS ASSIGNMENT]</b></p>	<p><b>12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</b></p> <p><i>[Among the assignments in which the expert has been involved, indicate the following information for those assignments that best illustrate the expert's capability to handle the tasks listed inline 11.]</i></p> <p>Name of assignment or project: _____</p> <p>Year: _____</p> <p>Location: _____</p> <p>Client: _____</p> <p>Main project features: _____</p> <p>Positions held: _____</p> <p>Activities performed: _____</p>
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**13. Certification:**

I, the undersigned, certify to the best of my knowledge and belief that

- (i) this CV correctly describes my qualifications and my experience;
- (ii) I am not employed by the Executing /Implementing Agency;
- (iii) In the absence of medical incapacity, I will undertake this assignment for the duration and in terms of the inputs specified for me in the Personnel Schedule in Form TECH-7 provided team mobilization takes place within the validity of this proposal or any agreed extension thereof;
- (iv) I am committed to undertake the assignment within the validity of Proposal;
- (v) I am not part of the team who wrote the terms of reference for this consulting services assignment;

I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

\_\_\_\_\_  
*[Signature of expert or authorized representative of the firm]<sup>3</sup>*      Date: \_\_\_\_\_  
*Day/Month/Year*

Full name of authorized representative: \_\_\_\_\_

<sup>3</sup> This CV can be signed by a senior representative of the Consultant provided that if the Consultant's proposal is ranked first, a copy of the CV signed by the expert and/or specialist must be submitted to the Client prior to the commencement of contract negotiations.

FORMTECH-7 PERSONNEL SCHEDULE<sup>1</sup>

N°	Name of Expert /Position	Professional Expert input (in the form of a bar chart) <sup>2</sup>													Total person-month input			
		1	2	3	4	5	6	7	8	9	10	11	12	n	Home	Field <sup>3</sup>	Total	
		[Field]																
<b>National</b>																		
1		[Home]																
		[Field]																
2																		
n																		
										<b>Subtotal</b>								
										<b>Total</b>								

1 For national experts it should be indicated individually, or, if appropriate, by category.

2 Months are counted from the start of the assignment. For each expert indicate separately the input for home and field work.

3 Field work means work carried out at a place other than the expert's home office; i.e. normal place of business.



Full time input



Part time input



## FORMTECH-8WORK SCHEDULE

N°	Activity <sup>1</sup>	Months <sup>2</sup>												
		1	2	3	4	5	6	7	8	9	10	11	12	n
1														
2														
3														
4														
5														
n														

<sup>1</sup> Indicate all main activities of the assignment, including delivery of reports (e.g.: inception, draft, and final reports), and other benchmarks such as Client approvals. For phased assignments indicate activities, delivery of reports, and benchmarks separately for each phase.

<sup>2</sup> Duration of activities shall be indicated in the form of a bar chart.

## **Financial Proposal - Format**

The content of financial proposal would be as followings;

- FIN-1      Financial Proposal Submission Form
- FIN-2      Summary of Costs
- FIN-3      Remuneration
- FIN-4      Breakdown of Remuneration
- FIN-5      Breakdown of Reimbursable Expenses

**FORM FIN-1 FINANCIAL PROPOSAL SUBMISSION FORM**

Karachi  
[Insert Date]

To,  
The Director General  
Sindh Coal Authority  
Karachi

Dear Sir:

We, the undersigned, offer to provide the consulting services for preparation of [Insert title of assignment] in accordance with your Request for Proposal date [Insert Date] and our Technical Proposal.

Our attached Financial Proposal is for the sum of \_\_\_\_\_.

Our Financial Proposal shall be binding upon is subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

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

We remain,

Yours sincerely,

Authorized Signature:  
Name and Title of Signatory:  
Name of Firm:  
Address:

**FORM FIN- 2 SUMMARY OF COST**

<b>ITEM</b>	<b>COST (Pak Rupees)</b>
Remuneration	
Reimbursable Expenses	
Contingencies	
<b>TOTAL COST OF FINANCIAL PROPOSAL</b>	

Total cost of Financial Proposal in words (in Pak Rupees): \_\_\_\_\_

Signed and Stamp of Consultant

FORM FIN-3 REMUNERATION

Name of Consultant	Designation	Total Remuneration
Total Cost		

\* Months of the services are calculated from the weeks of work as proposed in Tech 7.

## FORM FIN-4 BREAKDOWN OF REMUNERATION

[illegible]

**FORM FIN-5 BREAKDOWN OF REIMBURSABLE EXPENSES**

NO.	DESCRIPTION	UNIT	UNIT COST	QUANTITY	TOTAL
1	Travel				
2	Communication Charges				
3	Office Rent, Clerical Assistance				
4	Reports Printing				
<b>Total</b>					

Please add or delete the relevant rows.

## **TORs of the Study**



## GENERAL INFORMATION

**Services/Work Description:** Develop Strategic Environmental and Social Assessment (SESA) and Environmental Social Management Framework (ESMF)

**Project/Program Title:** Individual Coal Fields of Sindh (List of Coalfields attached)

**Type of the Contract:** National Consulting Firm

**Duration:** 120 days

**Expected Start Date:** Immediately after concluding the contract agreement

## I. BACKGROUND / RATIONALE

Coal constitutes the largest fuel resource in Pakistan but its vast potential has largely remained unutilized. Coal was first discovered across Pakistan and the rest of South Asia in the 1880s and was used by the British-owned railway companies. Local coal mined from different locations was being used for different functions e.g. production of cement, and steam by railways and power plants up to the mid-1960s. Cleaner fuel discovered at Sui in 1952 discouraged its use and hence by the late 1960s the production of coal from the various fields had not increased beyond 0.4 million. Its production now remains stagnant at about 4 million tons and is presently used mainly by the brick kilns.

Share of coal in energy production declined from 68% to 35% in 1958 and to less than 5% at present. Coal currently provides 26 percent of primary energy and 40 percent of world electricity supply. Coal offers long term energy solution since it is found in abundance in most parts of the world. World coal consumption was expected in the year 2004 to increase by 74% in 25 years hence, and world trade of coal was expected to increase by about 40% from 800 million tons in 2007 to 1122 million tons in 2030 (IEA 2003, 2007). Share of coal in the global energy consumption scenario was expected to increase to 28 % by 2030, but the dwindling supplies of liquid fossil fuel are now set to induce the use of lignite (e.g. Thar coal) in power generation and to increase the share of coal to more than 50% much earlier than the year 2030. Coal as an indigenously available resource has now, more than ever, gained strategic importance in being the fastest growing fuel globally.

Coal is traded internationally as steam coal and coking coal, however, most of the trade is in steam coal, which represents 70 percent of world coal trade as of 2008 when 58 percent of the exported steam coal was imported by Asian countries; their share in the total may increase to over 75 percent in the next 25 years.

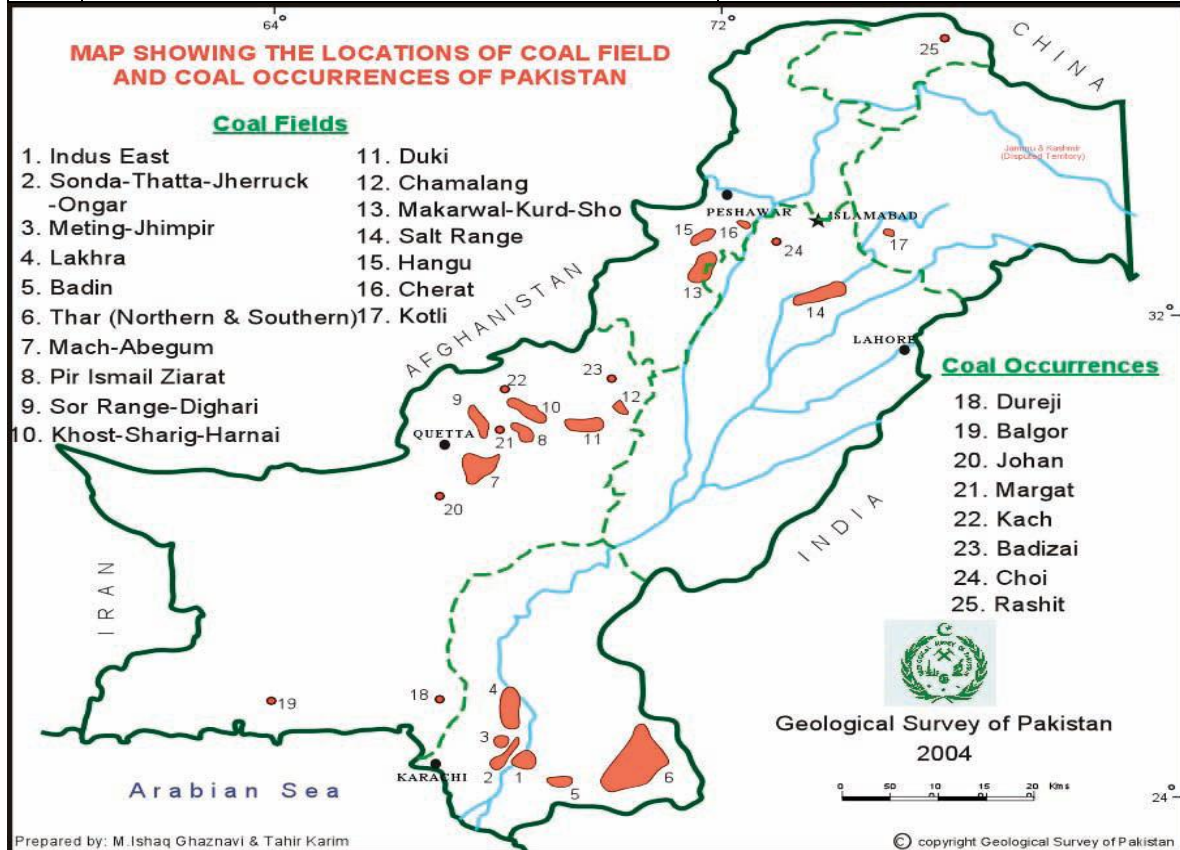
Though disregarded as a valuable energy resource in Pakistan, coal plays an integral part in the economic and social development of the neighboring countries: China and India that are also its major users. It is among the main fuel resources for electricity generation in USA,

## Section 5 – TORs for EIA Study

Germany, China, India, South Africa, Australia and much of Central Europe. All in all, it provides over 23% of global primary energy needs and generates 39% of electric power.

The main coalfields of Sindh are at Lakhra, Badin, Sonda, Meting Jhimpir and Thar. The Necessary infrastructure to support accessibility and availability of coal, which includes road transport, communication, water and energy utilities, is available for most coalfields but not adequately for Thar.

S#	Areas of Sindh	Billion Tonnes (approx.)
1.	Lakhra, District Dadu	1.382
2.	Sonda-Jherruk, District Thatta	5.512
3.	East Indus, District Thatta	1.5
4.	Jhimpir-Meting District Thatta	0.161
5.	Badin	0.016
6.	Thar	175.506
Total		<b>184.023</b>



**Figure 1: Map showing the locations of coal field and coal occurrences in Sindh and Pakistan**

The overall objective of undertaking SESA for individual coalfields of Sindh is to present the significance and importance of development and thorough assessment in all aspects of sustainable development for coal mines in Sindh and highlight the importance of a properly designed SESA that develops and utilizes appropriate algorithm to assess the environmental efficiency and cost efficiency of mining production processes, in order to

devise the most appropriate technology for different Sindh coal field geology, topography and coal types.

The Strategic Environmental and Social Assessment (SESA) is essential for both avoiding negative impacts and ensuring positive or additional benefits that can be drawn by implementing the “Assessment of Individual Coalfields in Sindh”, especially in terms of environmental pollution attributed to the mining and power generation and both positive and negative impacts countered by the local community; promoting the conservation of the environment and biodiversity; and maintaining cultural heritage, gender balance, capacity development and good governance. For this, it is essential to identify the likely outcomes, opportunities and adverse impacts associated with Individual Coalfields in Sindh.

It is against the above backdrop the technical consultancy service for undertaking Strategic Environmental and Social Assessment of “Individual Coalfields in Sindh” is sought.

## **II. Overall objective**

To undertake SESA (Strategic Environment & Social Assessment) studies for individual coalfields of Sindh as has been done for Thar coalfield and then to devise Environment and Social Management Framework (ESMF) for individual coalfields (Lakhra, Badin, Sonda & Jherrukh) in Sindh to be governed by SCA / ED.

## **III. Specific Objectives**

**The specific objectives are:**

- Facilitate an understanding of the operating environment for individual coalfields of Sindh, including stakeholder analysis and the socio-environmental dimensions of the mining sector in Sindh in general and programme intervention areas in particular;
- Identify potential environmental and social impacts, both positive and negative, related to coal mining sector;
- Describe and ensure full coherence and coordination with the existing institutional arrangement and applicable legal and technical environmental and social sustainability requirements;
- Design enhanced stakeholders consultation and participation approach in the identification of major issues of concerns and design of mitigation measures and monitoring plan;
- Design workable Environmental and Social impact management framework (ESMF), and prepare a Strategic Environmental Assessment Report on the likely significant effects of the coalfields in Sindh and ESMF for individual coalfields for containment of the adverse effects and enhancement of positive one.

#### IV. SCOPE OF THE SERVICE / WORK

The Strategic Environmental and Social Assessment (SESA) will encompass stakeholder analysis, a description of the key social and environmental situations of the coalfield areas, identification and analysis of the possible significant environmental and social strategic impacts of the intervention, consideration of reasonable alternatives and the verification of compliance with applicable national and international environmental and social safeguard policies and sustainability goals and best practices.

Specifically, the Consulting Firm required to undertake a SESA which includes the following tasks and addresses the following factors:

- a) Review of relevant documentations and literatures related to the coal mining including the coal mining plans against set International, and regional environmental, economic and social and environmental sustainability principles. Goals and safe guard policies,
- b) Description major social, economic and environmental features of the coalfields areas
- c) Carrying out public consultation with major stakeholders or their representatives to identify key issues of concerns, to design or recommend key measures required to avoid, mitigate, compensate significant potential adverse effects of the programme or enhance the positive ones,
- d) Preparation of Strategic Environment and Social Assessment (SESA) report, including Environmental and Social management framework of the programme intervention that identifies major impacts, associated management interventions, monitoring plan as well as human institutional and indicative budgetary requirements.

#### V. Specific Tasks

The Consulting Firm is required to undertake the following tasks at the minimum:

**Task 1: Description of the coalfield area components** - the nature, size location, areas coverage, duration of operations, target groups and components and major activities proposed for coalfields should be sufficiently described.

**Task 2: Discussion of approach or method to the study:** The methods used to collect information and data such as GIS and RS techniques, checklist, data collection and analysis tools. The Consulting Firm is also required to describe methods used to assess the socioeconomic and major environmental hot spots, key natural and man-made heritages, land use and land tenure situations, also approach used to analysis stakeholders, conduct public participation/consultation, identification, prioritization of major and strategic concerns, predication of major impacts, impact characterization and

determination of level of significance, alternative analysis, design of ESMF including monitoring plan.

### ***Geographic Information System (GIS)***

The centerpiece of the baseline is a detailed map of the coalfield areas. The features that will be included include administrative boundaries, land use, forest cover, agriculture area, settlements, roads, topography, water resources, demography, and restricted areas.

The purposes of GIS, shall be to:

- i. Describe current coalfield sites and associated infrastructure and its buffer areas
- ii. Describe areas of coal reserves
- iii. Describe current social settings within the study area and their immediate environs by their location, administrative status, land ownership and use patterns
- iv. List and describe all sites of significant archaeological, religious, and cultural importance. These should be digitized and their coordinates mapped.
- v. Develop a system capable to produce reports and statistics for internal use and external dissemination.

### **Task 3: Contextual discussion of the legislative, regulatory, policy and institutional regimes**

This refers to contextual discussion of applicable legislative, regulatory, and policy regimes in relation to resources management, land use, environmental and sustainability safeguards and principles, policy and strategy, institutional arrangements at local levels, etc.

This part of the analysis must include:

- A review of relevant local regulations and government policies regarding coal resources and mining versus the traditional use and existing compliance;
- An analysis of institutional provisions, relevant stakeholder understandings and its implications as related to coalfields.

### **Task 4: Review secondary information on the physical, biological and socio-economic area of coalfields.**

The consultant shall collect and document all available secondary data on the physical, biological, and socio-economic environment of the project location. This shall include:

- Physical environment – air & noise quality, topography, drainage pattern, geology & landscape, soils, surface and groundwater resources and climate; land use etc.
- Biological environment – including flora and fauna, particularly in respect of rare or endangered species and possible nearby mangrove areas.

- Socio-economic environment – including settlements in a specified radius, socio-economic conditions, infrastructure and industrial land use; economic base/employment, distribution of income, goods and services; utilities; recreation; public health and safety; cultural attitude should be explored.
- Heritage aspects – including sites of cultural, archaeological or historical significance.

This information shall be but collected butnot limited to key information sources such as NGOs’ (including WWF and IUCN), government departments (forest department, revenue department, public health department, and wildlife department), education and scientific institutions and publications like district gazetteers and census reports. The reports shall be reviewed and relevant information abstracted for inclusion in the SESA and ESMF. During data collection special emphasis shall be laid on the credibility and reliability of data sources.

#### **Task 5: Descriptions of the existing physical, biological and socio economic environment**

The assessment should provide brief and focused description of the aspects of the project area or site that are most sensitive to disturbance.

##### ***Description of the existing Physical environmental situation***

- The baseline survey shall be undertaken by Consultant team of experts. The outcomes expected from the field study are discussed as follows:

Item	General check items for Environmental Considerations	
Pollution Control	Air Pollution	Noise and Vibration
	Water Pollution	Ground subsidence
	Soil Contamination	Odor
	Solid Waste and/or Industrial Discharge	
Natural Environment	Geographical Conditions	Water Body (river, canals)
	Geological Condition	Soil Erosion
	Ground Water	
Others	Accident and Hazard	Local Climate

##### ***Description of the existing Biological environmental situation***

- The geology of the area(s) need not be described in full, but only those aspects that have a bearing on, say, elope stability, groundwater recharge, erodibility of Boils, runoff or sediment yield.
- Descriptions of the biodiversity situation of the coalfield areas such as presence of unique fauna and flora and their habitats, important ecosystems and their services that are potentially threatened by the project. Similarly, level of the vegetation cover should indicated and thereafter confine itself to the intrinsic scientific and

economic value and relative sensitivity of the main floral assemblages found in the coalfield areas

- critical areas under potential environmental stress

### ***Description of the existing social environment***

The Consulting Firm will collect, analyze and present basic data relating to the current environmental and social situation of the coalfield areas, including:

- A map of the nearby communities of coalfields and disadvantaged groups (women and indigenous groups) (following the lines of the stakeholder analysis);
- A review of their relationship to the land resources from an ethnic, historical, cultural, religious and economic perspective as well as an analysis of their attachments, access to and use of land resources;
- Mapping of main economic activities in coalfield areas and surroundings including but not limited to logging, farming, agriculture, mining and tourism by taking into account access and land tenure rights, gender and age structure, and ethnicity of the populations as well as poverty and vulnerability level to economic and environmental shocks.

**Task 6: Scoping or Identification of major environmental and social issues:** to undertake this consultation with potentially affected groups and key stakeholders, primarily stakeholder analysis should be done. Arrangement for carrying out consultation in culturally appropriate, gender sensitive and professionally sound manner should be made. Accordingly, key environmental, social and economic issues of major concerns must be outlined and prioritized. This process should lead to identification of key concerns that will be the focus of detailed SESA or simply the TOR for the study with defined major issues and geographic scopes.

The consultation program will be based on the following principles:

- Development and maintenance of an open and transparent dialogue with all parties which have an interest or influence on the coalfield areas;
- Demonstration of how, when and why input from stakeholders was or was not utilized to make project iterative and flexible (so that decisions can be continually fed into design, construction and operation);
- Learning from stakeholder experience so as to modify & adapt future consultation activities and project design;
- Maintaining continuous dialogue with stakeholders throughout the planning, designing, subproject sites construction and operation;
- Development of the consultation process in recognition of the existence of understanding at different levels amongst the stakeholders, and
- Providing complete/updated information about the plans and programmes devised for coalfields, besides necessary mitigation measures.

### **Task 7: Impact Analysis:**In impact analysis:

- The coalfield areas being assessed should be examined in relation to other past, present or foreseeable development projects in the basin, region or other pertinent geographical area in order to evaluate possible cumulative impacts;
- Affected communities, impacts on natural, cultural, social and economic conditions should be described; and
- Based on the findings of strategic and major social, environmental and economic investigation the identified impacts should be analyzed and characterized by taking into account:
  - nature (positive/negative, direct/indirect)
  - magnitude (severe, moderate, low)
  - extent/location (area/volume covered, distribution)
  - timing (during construction, operation etc, immediate, delayed)
  - duration (short term/long term, intermittent/continuous)
  - reversibility/irreversibility
  - likelihood (probability, uncertainty)
  - significance (local, regional, global)

**Task 8: Alternative Analysis:** This refers to the undertaking of socially acceptable, economically feasible and environmentally sound alternative analysis to the project (no project scenario) and within the project (size, location and input or process change scenarios) that can be considered to avoid, mitigate potential adverse significant strategic impacts or enhance the positive ones. Furthermore, attempt should be made to discuss in a sample of key land use trade-offs by analyzing the opportunity cost of rehabilitation of mines versus developing these areas into alternative land uses such as agriculture.

**Task 9: Environmental and Social Management Framework (ESMF):** The Consulting Firm will prepare an initial draft ESMF suitable for disclosure and public consultations that would involve the following minimum tasks:

- outline of the sources and timing of major social and environmental potential positive or negative impacts
- Major adverse or positive impacts
- Corresponding mitigating measures
- Duration of impacts – at what stage in the project cycle the impact is anticipated,



- recommended impact management measures, including avoidance, mitigation, compensation measures (- residual impacts, monetary payment, site remediation bonds, resettlement plans, in kind measures, etc.)
- indicative budgetary and human resources requirement
- Roles and responsibilities of major stakeholders
- schedule of required actions
- Capacity building requirements
- Communication and reporting mechanism
- surveillance, monitoring and auditing programmes
- contingency measures for greater than expected impacts

**VI. EXPECTED OUTPUTS / DELIVERABLES**

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required
1	The inception report: the Consulting Firm will prepare an inception report that contains detailed work plan and detailed methods of assessment	15 days after signing of the contract	SCA
2.	Draft SESA report including ESMF	85 days after sub mission of the inception report	SCA
3.	Final versions of SESA report with well-defined ESMF	20 days after receiving feedback from SCA	SCA

The Consulting Firm will also be responsible to present the draft SESA report in the stakeholder validation workshop which will be organized by the SCA.

**VII. PAYMENT MILESTONES AND AUTHORITY:**

An amount equal to 20% of total contract will be paid as mobilization advance against mobilization advance guarantee / bond.

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained from:	Percentage of Payment
1 <sup>st</sup> Installment	Upon sub mission of Inception Report	SCA	25%
2 <sup>nd</sup> Installment	Upon sub mission of draft reports	SCA	25%
3 <sup>rd</sup> Installment	Upon submission and clearance of final reports	SCA	30%

## VIII. MINIMUM ORGANIZATION AND CONSULTANCY TASK FORCE REQUIREMENTS

### Minimum Organization Requirements

The Consulting Firm should have 10 years and above experiences in the undertaking of environmental and social assessment of such nature and capable of providing well experienced and knowledgeable professionals. The experience in mining sector environmental assessments and development, environmental and social impact assessment and design of ESMF is advantageous. The Firm need to deploy at least 3-4 relevant experts. The Firm can also constitute Task Forces for the collection of relevant information.

The multi-disciplinary team should comprise members with the following educational qualifications; experience and competencies:

Sr. No.	Position	Required Qualification and Experience	Man-Months
1.	SESA Team Leader	PhD or Master's Degree Environmental Sciences/Environmental Management, Environmental Engineering with 07 or 10 years overall experience respectively and 05 years mining and power sector experience of conducting environmental impact assessments.	4
2.	Air Quality Expert	PhD or Master's Degree Environmental Sciences/Environmental Management, Environmental Engineering with 07 or 10 years overall experience respectively and 05 years experience of conducting air quality assessments and Air dispersion modelling.	2
3.	GIS Expert	Masters / Bachelors Degree with minimum 7 or 10 years experience.	2.5
4.	Social Expert / Consultation Expert	Master's Degree Sociology/Social Work or related Subjects with 07 years overall and 05 years mining sector experience.	2
5.	Geologist	PhD or Master's Degree in Geology or related sciences with 07 or 10 years' experience of geological studies respectively.	1.5
6.	Ecologist	PhD or Master's Degree in Ecology/Botany or related sciences with 07 or 10 years' experience of conducting ecological studies respectively.	1
7.	Enumerators/Data Collectors	Junior Environmentalists and Junior Sociologists having knowledge and experience of data collection.	4
8.	Computer/AutoCad Expert	Must be expert in data management, base map development etc.	2
<b>Total</b>			<b>19</b>

## IX. CRITERIA FOR SELECTING THE BEST OFFER

Upon the advertisement of the Procurement Notice, qualified Consultancy Firm is expected to submit both the Technical and Financial Proposals. Accordingly; the firm will be evaluated based on Cumulative Analysis as per the following conditions:

- Responsive/compliant/acceptable as per the Instruction to Bidders (ITB) of the Standard Bid Document (SBD),
- Certification with Pakistan Engineering Council having project profile code “1232 (ii) – Environment planning and protection” is mandatory, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals are:
  - o Technical Criteria weight is 70%
  - o Financial Criteria weight is 30%

S#	EVALUATION CRITERIA	Total points
<b>1.</b>	<b>Qualification /experience of firm</b>	<b>30</b>
i.	Establishment of the Applicant company	05
a.	Private Limited	05
b.	Partnership concern	03
c.	Sole Partnership	02
ii.	Experience	20
a.	<i>More than 10 years of Experience of Environmental Assessments and developing environmental and social management frameworks (atleast 10 projects), experience with international agencies like World bank, ADB and JICA will be preferable.</i>	10
b.	<i>Atleast 05 number of Environmental Assessments related to of coal mining and related infrastructure projects in the region</i>	10
iii.	Back Up Facilities	05
a.	<i>SEPA approved Environmental Laboratory capable of conducting air, noise, water and soil sampling</i>	05
<b>2.</b>	<b>Approach and Methodology</b>	<b>30</b>
i.	Understanding of objectives	10
ii.	Quality of methodology & team organization	20
<b>3.</b>	<b>Key Personnel</b>	<b>35</b>
i.	<b>SESA Team Leader</b> PhD or Master's Degree Environmental Sciences/Environmental Management, Environmental Engineering with 07 or 10 years overall experience respectively and 05 years mining and power sector experience of conducting environmental impact assessments.	10
ii.	<b>Air Quality Expert</b> PhD or Master's Degree Environmental Sciences/Environmental Management, Environmental Engineering with 07 or 10 years overall experience respectively and 05 years experience of conducting air quality assessments and Air dispersion modelling.	05
iii.	<b>GIS Expert</b> Masters / Bachelors Degree with minimum 7 or 10 years experience	05
iv.	<b>Social Expert / Consultation Expert</b>	05

**Section 5 – TORs for EIA Study**

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	Master's Degree Sociology/Social Work or related Subjects with 07 years overall and 05 years mining sector experience.	
v.	<b>Ecologist</b> PhD or Master's Degree in Ecology/Botany or related sciences with 07 or 10 years' experience of conducting ecological studies respectively.	05
	<b>Geologist</b> PhD or Master's Degree in Geology or related sciences with 07 or 10 years' experience of geological studies respectively.	05
<b>4.</b>	<b>Financial Stability</b>	<b>05</b>
i.	Financial Stability (Last three years audited account (2012-13 onwards). 2 marks each for the first two years audited accounts report.	05
	<b>Total points</b>	<b>100</b>
	Qualifying points	70