

**INVITATION  
REQUEST FOR EXPRESSIONS OF INTEREST  
(CONSULTING SERVICES)**

**SELECTION OF SURVEY FIRMS**

**NATIONWIDE ROLLOUT OF NATIONAL SOCIO ECONOMIC REGISTRY UPDATE**

Benazir Income Support Programme (BISP), established under BISP Act 2010 (No. XVIII of 2010), is the country's largest Social Safety Net Programme that caters for welfare of the poorest households across the country. Keeping in consideration the international best practices, the existing data of National Socio Economic Registry (NSER) that was established as a result of the previous Nationwide Poverty Scorecard Survey carried out during 2010/11, requires an update due to variant nature of the socio economic conditions that tend to lack its relevance over years. The ensuing update will help BISP in assessing welfare status of the existing beneficiaries as well as help in identifying new eligible families that need to enter the programme.

For updating the NSER, BISP has made a shift from Paper Based Personal Interviewing (PAPI) to Computer Assisted Personal Interviewing (CAPI) methodology. The targeting of the beneficiaries is being undertaken in two phases. In Phase – I, sixteen (16) districts across Pakistan are being surveyed at households' level basis by applying two approaches, involving desk registration (four districts) and door to door survey (16 districts including desk registration districts). This Phase has bestowed an opportunity to BISP to test both the approaches as well as ensure feasibility of the technological based data collection mechanism for Phase – II that involves National Rollout.

As the pilot phase is approaching its completion, at large, BISP intends to implement all Pakistan Registry Update (excluding pilot districts) using **Computer Assisted Personal Interviewing (CAPI)** based Poverty Score Card by applying Door to Door Survey at households' level. Nevertheless, where CAPI approach would not be feasible, BISP shall also be applying Mix Approaches ensuring 100% coverage of the households across the country.

For the National Rollout of CAPI based households survey, one hundred and thirty six (136) districts across the country, have been divided in the eight (08) geographical based clusters amongst which BISP intends to hire services of eligible firms/ Joint Ventures, for following Clusters whose details alongwith the households and population estimates, are available at BISP's website at the link [www.bisp.gov.pk/procurement](http://www.bisp.gov.pk/procurement):-

<b>Clusters</b>	<b>Clusters' Description</b>
Cluster – 6	Karachi, Makran and Lower Balochistan
Cluster – 7	Upper Balochistan
Cluster – 8	FATA

BISP now hereby invites eligible Firms/Joint Ventures, duly registered with the Government, Income Tax and Sales Tax Departments, to indicate their interest for providing the required services. Proofs of said registrations are required to be provided/ established in EOI Responses/Applications. The Firms/Joint Ventures who are registered with provincial Sales Tax Department can also apply in the selection process, however, upon award of contract if selected, those Firms/Joint Ventures shall be required to get themselves registered with Federal Board of Revenue/ ICT Sales Tax Department for seeking their claims.

**The services of firms/JVs shall be hired to carry out Door-To-Door Household based Survey through separate contracts for each cluster. The firms can apply for one or more clusters and the shortlisting shall be made cluster-wise.**

The eligible consulting firms are required to demonstrate/provide following requisite information to prove their qualification/eligibility to perform the assignment. In this regard, there are prescribed standards which have been mentioned in the **Instructions for the Consultancy Firms** which may be downloaded from the websites [www.ppra.org.pk](http://www.ppra.org.pk) or [www.bisp.gov.pk/procurement](http://www.bisp.gov.pk/procurement) where this REOI is also available. Consultancy firms are encouraged to provide materials/information that would be specific to the proposed services only by giving all the relevant details as required in the Instructions, and to avoid submitting generic promotional material. The unrelated or incomplete materials/information shall not be considered. The parameters for evaluating the EOI responses, are given against each requisite as under: -

- a) Complete historical profile of the organization/firm with the information i.e. incorporation certificate, experience, corporate profile indicating years of operations, core competencies, management structure & systems etc. Information related to the provincial/regional/field offices, permanent/intermittent staff, panel of experts etc. shall be a pre-requisite. **[Max. Score = 20]**
- b) Details of completed projects of similar nature, size and scale at national, provincial or regional level with requisite information i.e. project description, cost of the project, client, duration, number of field staff hired/mobilized & managed, type & scale of field mobilization, and type of association/JV if any. **[Max. Score = 40]**
- c) Demonstrated expertise and capacity of social mobilization and community outreach at national, provincial or regional level. **[Max. Score = 15]**
- d) Demonstrated experience of conducting any Computer Assisted Personnel Interviewing (CAPI) and/or MIS based qualitative/quantitative assignments such as field surveys, research, enrolment etc. **[Max. Score = 15]**
- e) Financial Soundness. For the said information, requirements & prescribed format have been given in the Instructions whose compliance is a must. **[Max. Score = 10]**

Social Mobilization/Community Outreach will be one of the important conditions for achieving optimum outcome of the survey activity, therefore, Consultancy Firms are encouraged to make association(s) to enhance their qualifications/capacity for effective communication.

Firms interested to participate in a Joint Venture should submit all the required information as per above parameters in respect of each partner, which shall be assessed independently regardless of capacity/experience of the other partner. For firms who shall be in an arrangement of sub-consultant association, only the experience and capacity of lead firm, shall be assessed. However, such arrangement should be clearly mentioned in Expressions of Interest Response. The firms participating as sub-consultant association formation, the registration documents as required above, are required to be provided in respect of all partner firms confirming their eligibility.

A consultancy firm for each cluster, will be selected through **“Quality & Cost Based Selection (QCBS) Method”** in accordance with the procedures set out in the Procurement of Consultancy Services Regulations 2010 issued by the Public Procurement Regulatory Authority, (as amended from time to time) which can be perused at the website: [www.ppra.org.pk/legal/documents/regulations](http://www.ppra.org.pk/legal/documents/regulations).

*The firm(s) who have already participated and shortlisted in Third Party Operations Review of Nationwide Rollout of NSER Update and/or Impact Evaluation activities, in any form i.e. either alone or as partner in an association/JV, shall stand ineligible for Door-to-Door Survey selection process for clusters under reference, to avoid inherited Conflict of Interest between the activities, if selected for award of contract for any of above mentioned assignments. However, till selection for award of contract, their participating in Third Party Operations Review and/or Impact Evaluation activities does not limit the firms' right to participate in this selection process.*

Expressions of Interest response, separately for each cluster, carefully prepared in accordance with the instructions provided in the EOI & instructions to Consultants, must be delivered in a written form to the address below (in person, or by post) by or before **1500 hours** on **25<sup>th</sup> January, 2018**, which shall be opened on same day at **1530 hours** in the presence of representatives of consulting firms who may choose to be present.

The assignment title of the consultancy and the name of the cluster applied for, should be clearly written on the front of the envelope or in the subject line.

**Director (Procurement)**  
**BENAZIR INCOME SUPPORT PROGRAMME (BISP)**  
Procurement Wing,  
BISP HQ Secretariat, F-Block, Pak Secretariat,  
Islamabad, Pakistan. Postal Code: 44000  
Tel: +92-51-9246420, Fax: +92-51-9246319

**INVITATION**

**INSTRUCTIONS FOR CONSULTANCY FIRMS**

**For Submission of**

**EXPRESSION OF INTEREST**

***“Nationwide Rollout of National  
Socio-Economic Registry Update  
Three Clusters”***

**BENAZIR INCOME SUPPORT PROGRAMME  
GOVERNMENT OF PAKISTAN**

January, 2018

# INSTRUCTIONS

1. BISP invites eligible consultancy Firms/Joint Ventures with specific and proven competence and experience to indicate their interest in providing the intended services. Eligible firm(s) should submit Expression of Interest (**EOI**) in English language along with relevant complete details of their qualification and experience as requested hereunder: -
  - i. Name, address, Phone, Fax and E-mail address along with postal and telegraphic address for the head office, branch offices and contact personnel;
  - ii. Certificate of Incorporation/Registration with authorized government department(s) of consulting firm/association either Sub-consultants or Joint Venture, as Legal Entity. The registration shall be provided in respect of each associating firm of a joint venture or sub-consultant association formation. In case of NGOs, their registration/clearance from Economic Affairs Division and/or Ministry of Interior, Government of Pakistan shall be a pre-requisite;
  - iii. Corporate Profile providing sufficient information/details in following, but not limited to, areas in respect of a consultancy firm/NGO/each associating firm of a joint venture: -
    - (a) Years of operations;
    - (b) Management Structure/Organogram & Systems of the firm with relevant information about Board/Directors etc.;
    - (c) Details of the technical personnel either as permanent or retainer staff with their qualifications and expertise in brief;
    - (d) Core competencies having related information in the areas, but not limited to, Socio Economic Surveys, Demographic Surveys, Research, Monitoring & Evaluations, Social Mobilization, Use of MIS/CAPI Technology;
    - (e) Quality Assurance Mechanisms, Financial Management Systems etc.;
    - (f) Provincial/Regional/Field offices with relevant strength of staff & operational mechanisms;
    - (g) Field Mobilization. Necessary details such as how many maximum number of enumerators/field staff have been hired for various field based HHs data collection assignments, how the hiring process executed, how much time was consumed on engaging such human resource and how their retention/replacements were managed, should be provided/ explained.

- iv. Certificates of National Income & Sales Tax Numbers and proof of Active Tax Payer, of the consultancy firm/NGO/joint venture firms. Copies of respective certificates must be provided/furnished;
- v. Data Sheets of relevant (similar and specific experiences) assignments/works, duly substantiated, by the firm/NGO/joint venture's members either completed or in progress, with the following details. The experience which shall not be provided with the required details shall not be taken into consideration while the profile of the firm/JV for shortlisting:
  - a. Name of the Project
  - b. Cost of the Project
  - c. Name and address of the Client
  - d. If case of association of service providers, the names and address of all the partners
  - e. Start & Completion Date
  - f. Number of staff-months provided by the firm (in case of association/JV, by other partner firms)
  - g. Brief description of the services rendered
- vi. Last three years audited financial accounts' statement of the consultancy firms/NGOs/joint venture. In addition of taking into account the audited statements, the consultancy firms/NGOs/joint venture must provide the financial details as per Annex – I with necessary documentary evidence as requisitioned therein, sound financial position of the consulting form/NGO/JV Partners shall be judged in tandem on following parameters in respect of each cluster separately and in case of multiple clusters' applications, on the combination economic evaluation of clusters:

3. FINANCIAL SITUATION						
<i>INDIVIDUAL FIRM</i>						
<i>(Pak. Rs. in Million)</i>	Year 1 (2016)	Year 2 (2015)	Year 3 (2014)	Current Commitments	<b>Financial Resources</b>	
					Source	Amount (Rs. M)
Total assets						
Current assets						
Total liabilities						
Current liabilities						
Annual Turnover Data						
Net Working Capital (Current Assets - Current Liabilities)						
Net Worth (Total Assets - Total Liabilities)						
Average Annual Construction Turnover					<b>Total</b>	

- vii. Any additional documents to support relevant experience of consultancy firm/NGO/joint venture;
- viii. In case of firms participating in an association, sub-consultant or JV, original Letter(s) of Association from each associating partner, confirming the Lead Partner/Partner in Charge, on the letter head of a firm/partner duly signed and stamped, must be provided;

- ix. List and status of litigation/arbitration by the consultancy firm/NGO or any member of the joint venture(s) against a client, if any;
  - x. Affidavit from all the participating partners of the association confirming that:  
(a) applicant firm/NGO/joint venture(s) has never been blacklisted by any International, Government/Semi Government Organization and (b) All the information provided by the applicant firm/NGO/joint venture is correct.
2. Interested firm(s) must provide lucid information as per above requirements indicating that they are qualified to perform above services and must provide only materials that would be specific to the proposed services, and to avoid submitting generic promotional material.
  3. An EOI Response defaulting on providing the requisite documentary evidences/ information as per Instructions of EOI Notice and those provided in this Instructions to Consultants, shall be treated as “Non-Responsive”.
  4. An EOI Response/Proposal submitted, may be dropped at any time upto award of contract, if significant omissions/errors are found in the information submitted by the consultancy firm/NGO/joint venture.
  5. If the EOI response consists of more than one volume, the applicant must clearly number the volumes constituting the EOI and provide an indexed table of contents for each volume. All documents should be securely bound.
  6. Firms applying as consortiums/associations having large number of firms/NGOs/ CBOs, are discouraged as “Split Responsibility” for intended services is not in the interest of the organization.
  7. Any further information/clarification by BISP can be sought.

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## Annex – I

The information is required in respect of a firm. In case of joint ventures, each Joint Venture Partner must provide the relevant information separately, and provide the Joint Venture Partner name below:

Joint Venture Partner: \_\_\_\_\_

**TABLE - 1**

Criteria	Documents
Requirement	Submission Requirements
The firm must demonstrate that it has the financial resources to meet:	
(a) its Total Financial Requirements for Current Contract Commitments, plus	As per Table - 4
(b) Minimum requirement for a cluster of Pak. Rs. 30.00 million	As per Tables 3 & 4

**TABLE – 2: Average Annual Turnover**

The information supplied should be the Annual Turnover of a firm or each member of a Joint Venture in terms of the amounts billed to clients for each year for work in progress or completed, converted to Pak Rs. at the specified exchange rate.

Annual Turnover Data for the Last Three (03) Years			
Year	Amount Currency	Exchange Rate	Pak. Rs. Equivalent
<b>Average Annual Turnover</b>			



**TABLE – 3: Availability of Financial Resources**

Firms should demonstrate sufficient financial resources, comprising of Working Capital supplemented by credit line statements or overdraft facilities and others to meet the financial requirements for

- (a) its current contract commitments, and
- (b) the contract of a cluster for NSER Update.

Financial Resources		
No.	Source of financing	Amount (Pak. Rs.)
1	Working Capital	
2	Credit Line <sup>a</sup>	
3	Other Financial Resources	
Total Available Financial Resources		

<sup>a</sup> **To be substantiated by a letter from the bank issuing the line of credit.**

**TABLE – 4: Financial Requirements for Current Contract Commitments**

Firms should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

Current Contract Commitments						
No.	Name of Contract	Employer's Contact (Address, Tel, Fax)	Contract Completion Date	Outstanding Contract Value (X)	Remaining Contract Period in months (Y)	Monthly Financial Resources Requirement (X / Y)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
Total Monthly Financial Requirement for Current Contract Commitments						Pak. Rs. ....