

# **REQUEST FOR EXPRESSION OF INTEREST**

## **HIRING OF FIRM FOR EHSAA'S NASHONUMA OPERATIONS REVIEW**

### **(Ehsaas Nashonuma CCT Health & Nutrition)**

No. 1-91/Proc/BISP/H&N CCT/2020

Benazir Income Support Programme (BISP) is the largest social safety net, established under BISP Act 2010 (No. XVIII of 2010) to provide income support and other social protection and safety net measures to economically unprivileged segment of the society. BISP is currently implementing Ehsaas Nashonuma CCT in 9 pilot districts of the country including Khyber, Upper Dir, Bagh, Kharmang, Ghizer, Hunza, Rajanpur, Kallat and Badin. Stipends of PKR 1,500 per quarter for Pregnant and Lactating Women (PLW) and boy child and PKR 2,000 per quarter for girl child are paid to beneficiary families to incentivise uptake of selected health and nutrition services by PLW with children between 0-23 months of age.

Ehsaas Nashonuma CCT is fully funded by the Government of Pakistan. WFP has been hired as an implementing partner of the programme in the field including social mobilization, setting up facilitation centers at selected health facilities, enrolment of beneficiaries that meet the selection criterion, collection of compliance data and grievance management. Health services are provided by the respective Provincial Department of Health.

BISP intends to hire the services of a Consulting Firm/Organization/Company (hereinafter referred to as "Consultant") for Operations Review of Ehsaas Nashonuma CCT Health & Nutrition. The selected Consultant will collect quantitative and qualitative data to assess the project's operations in all project areas. This will entail field monitoring of various programme processes including, but not limited to, targeting, registration, uptake of health services, payments, social mobilisation and grievance redress. Key areas of interest on which the Firm is expected to collect data include:

- Compliance with registration, enrolment and data collection processes with BISP's approved eligibility and operational procedures as per the Project Document
- Validation of Ehsaas Nashonuma CCT-registered beneficiaries (by gender, location, etc.)
- Validation of compliance data available with BISP (by gender, location, etc.)
- BISP's compliance with its approved Ehsaas Nashonuma CCT exit/discontinuation of cash transfers policy
- Supply conditions at Facilitation Centres (using selected indicators including availability of health staff and supplies (including SNF), accuracy of screening measurement and robustness of the referral mechanism for complicated cases)
- Social mobilisation process
- Conduct spot checks on quarterly basis
- Recommendations for improving any future Ehsaas Nashonuma CCT systems and maximising benefits of cash transfers.

**BISP intends to hire services of a Consultant for carrying out Ehsaas Nashonuma Operation Review initially for estimated period of 18 months, extendable in terms of scope & duration.**

Towards this end, BISP hereby invites eligible Consultants duly registered with the Government, Income Tax and Sales Tax Departments and are also on the active tax payers lists, to indicate their interest for providing the required services. Proofs of said registrations are required to be provided in EOI Responses. The Consultants who are registered with provincial Sales Tax Department can also apply in the selection process, however, upon award of contract if selected, those Consultants shall be required to get themselves registered with Federal Board of Revenue/ ICT Sales Tax Department and with the concerned Provincial Revenue Authorities for processing their claims.

The eligible Consultants 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 to the Consultants** which may be downloaded from the websites [www.ppra.org.pk](http://www.ppra.org.pk) or [www.bisp.gov.pk](http://www.bisp.gov.pk) where this REOI is also available. The parameters for evaluating the EOI responses are given as under: -

- a) **Complete historical profile** of the Consultants 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 staff, panel of experts etc. **[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 activities, and type of Association/JV if any. **[Max. Score = 20]**
- c) **The Consultant is expected to demonstrate the following qualifications. [Max. Score = 50]**
1. Prior experience of third-party validation and monitoring, especially in cash transfer programmes, experience of working in fragile, insecure environments will be a plus point.
  2. Ability to work in gender-sensitive and difficult-to-reach locations.
  3. Necessary statistical expertise, experience and track record in survey design and implementation.
  4. Data handling expertise and track record that includes the production, cleaning and design of data sets.
  5. Experience and track record in assessing organizations' operations, systems and processes through approaches such as performance audits.
  6. Ability to produce high quality outputs under time pressure.
  7. Excellent facilitation and communication skills.
  8. Sufficient capability to undertake evaluation and surveys in Pakistan (not essential but desirable)
- d) **Financial Soundness.** Latest Audited Financial Statement from last three years. **[Max. Score = 10]**

Consultants interested to participate as association of Joint Venture (JVs) 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 partners. For Consultants who shall be in an arrangement of association as sub-consultant, only the experience and capacity of lead Consultant, shall be assessed. However, such arrangement should be clearly mentioned in Expressions of Interest Response. The Consultants participating as associations of sub-consultant, the registration documents of sub-consultants are also required to be provided.

The Consultant, 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](http://www.ppra.org.pk)

Expressions of Interest response, carefully prepared in accordance with the instructions provided in this REOI Notice & Instructions to the Consultants, must be delivered in a written form to the address below (in person, or by post) by or before **1400 hours** on **19<sup>th</sup> November, 2020**, which shall be opened on same day at **1430 hours** in the presence of representatives of consultants who may choose to be present. Consultants providing unsubstantiated or incorrect information are liable to disqualification and/or legal action.

**The assignment title of the consultancy should be clearly written on the front of the envelope or in the subject line.**

**Additional Director General (Procurement)**  
**BENAZIR INCOME SUPPORT PROGRAMME (BISP)**  
Procurement Wing,  
F-Block, Pak Secretariat,  
Islamabad, Pakistan. Postal Code: 44000  
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# **INSTRUCTIONS to the Consultants**

**For Submission of**

**EXPRESSION OF INTEREST**

**“HIRING OF CONSULTANT FOR EHSAAS  
NASHONUMA HEALTH & NUTRITION OPERATIONS  
REVIEW”**

**BENAZIR INCOME SUPPORT PROGRAMME  
GOVERNMENT OF PAKISTAN**

# INSTRUCTIONS

1. BISP invites eligible Consultancy Firms/Organizations/Companies (hereinafter referred to as Consultants) with specific and proven competence and experience to indicate their interest in providing the intended services. Eligible consultants should submit Expression of Interest (**EOI**) in English language along with relevant complete details of their qualification and experience as requested in REOI Notice and 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) as Legal Entity. The registration shall be provided in respect of each associating consultant of a joint venture or sub-consultant association formation IF ANY. In case of INGOs, 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 consultant/each associating consultant of a Joint venture: -
    - (a) Years of operations;
    - (b) Management Structure/Organogram & Systems of the Consultant with relevant information about Board/Directors etc.;
    - (c) Details of the permanent technical personnel, panel of Experts with their qualifications and expertise in brief not detailed CVs;
    - (d) Provincial/Regional/Field offices with relevant strength of staff & operational mechanisms;
  - iv. Certificates of National Income & Sales Tax Numbers and proof of Active Tax Payer for both departments, of the Consultants. Copies of respective certificates must be provided/furnished;
  - v. Data Sheets of relevant (similar and specific experiences) assignments/works, duly substantiated, by the Consultant 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 Consultant 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 Consultant (in case of association/JV, by other partner consultant)
    - g. Brief description of the services rendered
  - vi. Latest audited financial statement from the last three years of the Consultant;

- vii. Any additional documents to support relevant experience of Consultant;
  - viii. In case of Consultant, participating in an association as 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 Consultant/Partner duly signed and stamped, must be provided;
  - ix. List and status of litigation/arbitration by the Consultant 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 Consultant (Name of the Consultant) has never been blacklisted by any National, Government/Semi Government Organization and (b) All the information provided by the applicant Consultant/Joint venture is correct.
2. Interested Consultants must provide lucid information as per above requirements indicating that they are qualified to perform above services and must provide only materials that would be specific to the proposed services, and to avoid submitting generic promotional material. Non-provision of requisite documentary evidences/ information as per Instructions of EOI Notice and those provided in this Instructions to Consultants, may lead to “Non-Responsiveness” of the Consultants’ response/ application.
  3. 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.
  4. Selected Consultant will be required to declare any conflicts of interest, both for the organization as a whole as well as individuals assigned to carry out this work.
  5. Any further information/clarification by BISP can be sought.

**Additional Director General (Procurement)**  
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