



NATIONAL HIGHWAY AUTHORITY

Procurement & Contract Administration Section

28 Mauve Area, G-9/I, Islamabad ☎ 051-9032727, 📠 051-9260419

No. 6(464)/DIR-III(P&CA)/NHA/19/527

21st January, 2019

Director General

Public Procurement Regulatory Authority
1st Floor FBC Building near State Bank,
Sector G-5/2, **Islamabad**

Subject: **ANNOUNCEMENT OF EVALUATION REPORT (PPRA RULE-35):
Consultancy Services for External Monitoring for
Implementation of Land Acquisition and Resettlement Plans
for Tranche-1 of MFF: CAREC Corridor Development
Investment Program**

Reference: *PPRA Rule-35*

Kindly find attached the duly filled and signed Evaluation Report along with Bid Evaluation Criteria (Annex-I) pertaining to the procurement of subject services in view of above referred PPRA Rule-35 for uploading on PPRA website at the earliest, please.

(Muhammad Azam)
Director(P&CA)

Encl: Evaluation Report along with **Annex-I**

Copy for kind information to:

- Member (Planning), NHA;
- General Manager (P&CA), NHA.

EVALUATION REPORT

(As Per Rule 35 of PP Rules, 2004)

1.	Name of Procuring Agency:	National Highway Authority
2.	Method of Procurement:	Single Stage Two Envelope Procedure
3.	Title of Procurement:	Consultancy Services for External Monitoring for Implementation of Land Acquisition and Resettlement Plans for Tranche-1 of MFF: CAREC Corridor Development Investment Program
4.	Tender Inquiry No.:	6(464)
5.	PPRA Ref. No. (TSE):	TS341696E
6.	Date & Time of Bid Closing:	7 th February, 2018 at 1130 hours local time
7.	Date & Time of Bid Opening:	7 th February, 2018 at 1200 hours local time
8.	No of Bids Received:	Three (03) Proposals were received
9.	Criteria for Bid Evaluation:	Criteria of Bid Evaluation is attached at Annex-I
10.	Details of Bid(s) Evaluation:	As below

Name of Individual Consultant	Marks			Evaluated Cost* (PKR)	Rule/ Regulation/ SBD**/ Policy/ Basis for Rejection / Acceptance as per Rule 35 of PP Rules, 2004.
	(Technical + Presentation) (if applicable)	Financial (if applicable)	Total (out of 1000)		
1) Mr. Ali Ahmad Jan	686	200	886	10,620,000	Top scoring JV in combined evaluation (PPRA Rule 36(b) (ix))
2) Mr. Abdul Hameed	697	188	885	11,323,750	2 nd
3) Mr. Maqsood Ahmad	503	Financial Proposal not opened		PPRA Rule 36(b) (v)	

**EC is the Evaluated Cost used for evaluation purpose and includes only the cost of competitive component (i.e. Remuneration and Direct Non- Salary Cost) and is exclusive of Provisional Sum, Contingency and Indirect Taxes.*

Top Ranked Individual Consultant: Mr. Ali Ahmad Jan

11. **Any other additional/supporting information, the procuring agency may like to share:** The Procurement was carried out in line with PPRA Rules & Regulations. The bidding was done on QCBS method with 80:20 Technical to Financial Proposals ratio.

Signature:.....

Mukhtar Ahmad Durrani
General Manager (P&CA)
National Highway Authority
Islamabad

****Standard Bidding Documents (SBD).**

National Highway Authority



Annex-I

Criteria

FOR

Bid Evaluation

**Consultancy Services
for**

**External Monitoring for Implementation of Land
Acquisition and Resettlement Plans for Tranche-1
of MFF: CAREC Corridor Development
Investment Program**

January, 2019



NATIONAL HIGHWAY AUTHORITY

Procurement & Contract Administration Section

28-Mauve Area, G-9/1, Islamabad Tel: 9032727, Fax: 9260419

Ref: 6(464)/DIR-III (P&CA)/NHA/18/44


2nd February, 2018

All Prospective Consultants

Subject: Minutes of Pre-Proposal Meeting and Addendum No.1 for:
Consultancy Services for External Monitoring for Implementation of
Land Acquisition and Resettlement Plans for Tranche-1 of MFF: CAREC
Corridor Development Investment Program

Reference: Request for Proposal Notice for the subject services appeared in daily newspapers on 18th January, 2018.

The Minutes of Pre-Proposal Meeting for the subject services being integral part of the Request for Proposal are enclosed herewith for necessary action, please.


(Muhammad Azam)
Director (P&CA)

Enclosure:

- Minutes of Pre-Proposal Meeting (02 Pages).
- Addendum No.1 (01 Page)

Copy for kind information to:

- Member (Engg. Coord.), NHA, Islamabad;
- Member (Planning), NHA, Islamabad;
- General Manager (Planning), NHA, Islamabad;
- General Manager (P&CA), NHA, Islamabad;
- General Manager (EALS), NHA, Islamabad.

MINUTES OF PRE-PROPOSAL
MEETING HELD ON 22nd JANUARY, 2018

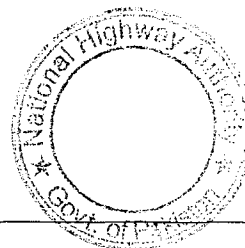
Consultancy Services for External Monitoring for Implementation of Land Acquisition and Resettlement Plans for Tranche-1 of MFF: CAREC Corridor Development Investment Program

A Pre-Proposal Meeting was held in NHA Auditorium at 1100 hours on 22nd January, 2018 to discuss the Request for Proposal (RFP) for Subject Services. Following NHA officers and representatives of prospective consultants attended the meeting:

- National Highway Authority
 - Mr. Parkash Lohano ... General Manager (Planning)
 - Mr. Muhammad Azam ... Director (P&CA) - III
 - Mr. Dawood Khan ... Deputy Director (P&CA) - II
 - Mrs. Aamera Riaz ... Deputy Director (L&S)-I
- Consultants
 - Mr. Abdul Hameed ... EMA/ Individual Consultants

2. The queries submitted during the above mentioned pre-proposal meeting and their clarifications/ replies are summarized below for information of all prospective bidders:

Sr. No.	Queries	Reply
1.	Professional Indemnity Bond: Data Sheet (ITA Clause No.3.2.2): As per clause 3.5 of special conditions of contract, the indemnity bond is applicable for the design consultant, as the entire description of the clause is related to the design of the project; hence this clause may be ignored in the TORs.	Refer to Addendum No.1
2.	Scope of Services: Para 2, Page 23: There is required clarification on the sentence: "No IR impacts were identified for N-55, Section III: Peshawar – Dara Adamkhel but will need to be reconfirmed following the detailed design". Is it the responsibility of the EMA to reconfirm the IR impact of Peshawar – Dara Adamkhel?	NHA PD; if any issue arises during construction.
3.	Scope of Work, Para 7, page#24: "Monitoring will be done only for N-55, Section III: Peshawar – Dara Adam khel once to confirm if there are no IR impacts on the proposed civil works as reported in the due diligence report prepared during project preparation". Again who will confirm the IR impacts?	NHA PD; if any issue arises during construction.



[Handwritten Signature]

Sr. No.	Queries	Reply
4.	Reporting Requirements: Bi-Annual Monitoring Reports will be separately (like inception) prepared for all three projects or only one report is required for the entire three projects?	No, if ADB requires otherwise one report covering all projects is required.
5.	Workshop: Who (Client/Consultant) will bear the expenses of workshop (to invite the participants, refreshment, lunch and travelling etc)?	It is the responsibility of EMA.
6.	Provision of Security: The client will provide the security to the consultants' staff during the field study or it would be responsibility of consultant to arrange the security (hire the security officials) to work in the risky areas?	As per Government of Pakistan policy.

... 000 0 000 ...



ADDENDUM No.1

Consultancy Services for External Monitoring for Implementation of Land Acquisition and Resettlement Plans for Tranche-1 of MFF: CAREC Corridor Development Investment Program

Following amendments have been made in the Request for Proposal (RFP) for Subject Services under this Addendum No.1, which shall be read and construed as an integral part of RFP and shall take precedence in case of any conflict(s)/ambiguity(s) amongst this Addendum No.1 and other provisions of the RFP.

1. DATA SHEET

1.1. Clause 3 Preparation of Proposal:

Sub Clause 3.2.2 Professional Liability and insurance:

Refer to page 08 of RFP; the last sentence written in parenthesis against ITA Clause No. 3.2.2 is deleted entirely and replaced by following sentence:

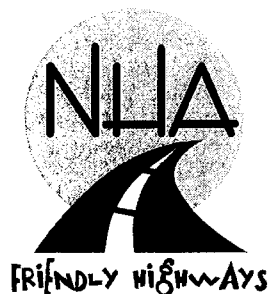
[The details will be provided under clause 3.4 of General Conditions of Contract.]

2. All other terms and conditions shall remain same.



A handwritten signature in black ink, consisting of a stylized, cursive name.

National Highway Authority



REQUEST FOR PROPOSAL

FOR

**Consultancy Services
for
External Monitoring for Implementation of Land
Acquisition and Resettlement Plans for Tranche-1
of MFF: CAREC Corridor Development
Investment Program**

(Page 1 to 33)

January, 2018

**GOVERNMENT OF PAKISTAN
NATIONAL HIGHWAY AUTHORITY
27-Mauve Area, G-9/1,
Post Box No. 1205,
ISLAMABAD**

Dated the _____

Ref No. _____

LETTER OF INVITATION (LOI)

To,

All suitable / competent candidates

Gentlemen!

We extend warm welcome to you and invite you for participating in this competition / Assignment. We hope that you will live up to your reputation and provide us accurate information so that the evaluation is carried out "just and transparent". Please understand that the contents of this Request for Proposal (RFP), where applicable, shall be deemed part of the contract Agreement, as and when required to be made. You are also advised to kindly read the RFP thoroughly especially to understand the requirements of terms of reference and the facilities to be offered by the Client and to accordingly propose remuneration rates and direct non-salary costs. In the end, we appreciate your participation and hope that you will feed a precise and complete proposal to merit consideration by NHA.



General Manager (P&CA)
National Highway Authority
Ministry of Communications
Government of Pakistan
28-Mauve Area, G-9/1, Islamabad
E-mail: gmpca.nha@gmail.com
Website: www.nha.gov.pk
Telephone: +92-51-9032727
Fax: +92-51-9260419

INSTRUCTIONS TO APPLICANTS (ITA)

1. INTRODUCTION

- 1.1 You are hereby invited to submit a proposal for consulting services as required for the Assignment named in the attached Data Sheet. Your proposal could form the basis for negotiations and a contract Agreement between you and the Client named in the Data Sheet.
- 1.2 A brief description of the Assignment and its objectives are given in the Data Sheet. Details are provided elsewhere in the RFP and will become part of contract Agreement.
- 1.3 The Assignment shall be implemented in accordance with the requirements of the Client.
- 1.4 The Client has been entrusted the duty to implement the Assignment as Executing Agency by Government of Pakistan and funds for it shall be arranged by the Client.
- 1.5 To obtain first-hand information on the Assignment and to seek any clarification in this regard, you are encouraged to attend pre-proposal conference; date, time and venue for which is specified in the Data Sheet.
- 1.6 Personnel, Equipment, Facilities and other Services to be provided by the Client are indicated in the Data Sheet.
- 1.7 Please note that:
 - i. The costs of preparing and submitting the proposal including the visit to attend pre-proposal conference as well as to appear for presentation and for negotiating the contract are not reimbursable; and
 - ii. The Client is not bound to accept any of the proposals submitted.
- 1.8 Minimum requirements for suitability of a Candidate are specified in the Data Sheet. Proposals of the Candidates which do not fulfill the minimum requirements **will be rejected and not evaluated**.
- 1.9 We wish to remind you that in order to avoid conflicts of interest:
 - a. Any firm with which you are affiliated or associated is not eligible to participate in bidding for any goods, works, or services resulting from or associated with this Assignment; and
 - b. Any previous or ongoing participation in relation with this Assignment by your firm, its professional staff, its affiliates or associates under any contract may result in rejection of your proposal.

You should clarify your situation in this respect with the Client before preparing the proposal.



2. RFP DOCUMENTS

- 2.1 To prepare a proposal, please use the Documents included in this RFP.
- 2.2 Candidates requiring a clarification of the Documents must attend pre-proposal conference as specified in the Data Sheet.
- 2.3 At any time before submission of proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification required by a Candidate during the pre-proposal conference, modify the Documents by amendment. The amendment shall be uploaded on NHA website (www.nha.gov.pk); excepting any extension of time in submission of proposals which shall be published in all those media wherein the original advertisement was published.

3. PREPARATION OF PROPOSAL

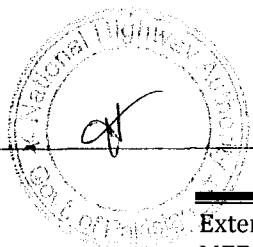
Desiring Candidates will submit a Technical and a Financial Proposal. The proposals shall be written in English language.

3.1 Technical Proposal

- 3.1.1 The Technical Proposal should be prepared using the format specified in the RFP Documents. The Technical Proposal shall further include, duly signed and stamped by NHA, Forms TECH-1, TECH-2 and TECH-3 as provided in the RFP. This is a mandatory requirement for evaluation of Technical Proposals and needs to be complied with.
- 3.1.2 The Technical Proposal prepared on the specified format shall be complete including your own documents as listed in the Data Sheet.
- 3.1.3 In preparing the Technical Proposal, you are expected to examine all terms and instructions included in the RFP Documents. **Failure to provide all requested information and your documents shall be at your own risk and may result adversely in scoring of your proposal.**
- 3.1.4 During preparation of the technical proposal, you must give particular attention to your suitability requirements listed in the Data Sheet (**revisit Clause 1.8 above**).
- 3.1.5 The Technical Proposal shall not include any financial information. A Technical Proposal containing any financial information will be treated as non responsive resulting in to rejection of the proposal.

3.2 Financial Proposal

- 3.2.1 The Financial Proposal should be submitted using the format specified and enclosed with this RFP. This is a mandatory requirement for evaluation of proposals and needs to be filled up carefully. The total cost is to be mentioned in the Form FIN-4 and accordingly in Form FIN-1 too.



3.2.2 The Financial Proposal should list the costs associated with the Assignment. These normally cover remuneration for Consultant, his staff and provision of direct non-salary cost items. These costs should be broken into foreign (if applicable) and local costs. The Financial Proposal should be prepared using the formats attached as Forms FIN-1 to FIN-4.

3.2.3 The Remuneration cost stated in Form FIN-2 accounts for the professional liability and requirement of insurances specified in the Data Sheet in accordance with Procurement of Consultancy Services Regulations, 2010 as notified by the Public Procurement Regulatory Authority (PPRA).

3.2.4 Costs may be expressed in currency(s) listed in the Data Sheet.

4. SUBMISSION OF PROPOSALS

4.1 You shall submit one original Technical Proposal and one original Financial Proposal and the number of copies of each indicated in the Data Sheet. Each proposal shall be in a separate envelope indicating original or copy, as appropriate. All Technical Proposals shall be placed in an envelope clearly marked "Technical Proposal" and the Financial Proposals in the one marked "Financial Proposal". These two envelopes, in turn, shall be sealed in an outer envelope bearing the address and information indicated in the Data Sheet. The envelope shall be clearly marked, "DO NOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE."

4.2 In the event of any discrepancy between the copies of the proposal, the original shall govern. The original and each copy of the Technical and Financial Proposals shall be prepared in indelible ink and shall be signed by the Candidate. All pages of the Technical and Financial Proposals shall be initialed by the Candidate.

4.3 The proposal shall contain no interlineations or overwriting except as necessary to correct errors made by the Candidate. Any such corrections shall be initialed by the Candidate.

4.4 The Technical and Financial Proposals complete in all respects shall be delivered on or before the time, on the date, at the location specified in the Data Sheet.

4.5 The proposals shall be valid for the number of days stated in the Data Sheet from the date of its submission. The Client shall make its best effort to complete negotiations at the location stated in the Data Sheet within this period.

5. PROPOSAL EVALUATION

5.1.1 A Quality Cost Based Selection (QCBS) procedure shall be adopted in ranking of the proposals. The evaluation of the technical proposals shall be carried out first, followed by the presentations of their technical proposals by the Candidates. The Candidates' technical score (S_t) shall be the combined scores achieved in technical proposal evaluation and presentation. Candidates shall then be ranked using a combined technical/financial score.

5.1.2 The evaluation committee will correct any computational errors in Financial Proposals. When correcting computational errors, in case of discrepancy (i) between a partial (sub-total)

amount and the total amount, or (ii) between the amount derived by multiplying unit price with quantity and the total price or (iii) between words and figures, the formers will prevail. However, items described in the Technical Proposals but not priced, in the Financial Proposals shall be assumed to be included in the prices of other activities or items and no corrections are made to the Financial Proposal. In case an activity or item is quantified in the Financial Proposal differently from the Technical Proposal, the evaluation committee shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal for further correction by applying the unit price included in the Financial Proposal to the consistent/ corrected quantity. However, the proposals that quote higher than the required input of person-months as per this RFP will not be adjusted. Whereas the proposals quoting lesser than the required input of person-months as per this RFP shall be adjusted as follows. If unit price for the subject person-month is available, the same shall be applied; and if the unit price for the subject person-months is not available, highest unit price for an activity or item of the same category (Key Personnel or other Personnel) as provided in the Financial Proposals shall be applied. The Reimbursable direct cost shall not be adjusted and the same shall be capped for the Assignment.

5.2 Technical Proposal

5.2.1 The evaluation committee appointed by the Client shall carry out its evaluation for the Assignment, applying the evaluation criteria and point system (marks) specified in the Data Sheet. Each responsive/ suitable technical proposal shall be given a score. The Candidate scoring less than seventy (70) percent marks shall be treated as disqualified.

5.2.2 The Client shall notify the Candidates scoring minimum specified marks against Specific Experience in evaluation of the technical proposal, in writing, by registered letter, cable telex or facsimile and invite them for presentation.

The date, time, and address of the place for presentation shall be communicated after evaluation of technical proposals.

5.2.3 Each Candidate on the basis of a responsive/ suitable technical proposal and successful presentation shall be attributed a technical score (S_t). The Candidates scoring less than seventy (70) percent technical score/ marks shall be disqualified and their financial proposals returned un-opened.

5.3 Financial Proposal

5.3.1 The Financial Proposals of the technically qualifying Candidates on the basis of evaluation of technical proposals and presentation shall be opened in the presence of Candidates, who shall be invited for the occasion and who care to attend. The Client shall inform the date, time and address for opening of Financial Proposals as indicated in the Data Sheet. The total price and major components of each proposal shall be publicly announced to the attending Candidates.

5.3.2 The evaluation committee shall determine whether the Financial Proposals are complete and without computational errors; all errors/discrepancies and deviations from respective Technical Proposals as well as RFP shall be dealt with for subsequent scoring in accordance with procedure and criteria given in Para 5.1.2 herein above. The Candidate with lowest

Financial Proposal (F_m) among all shall be given a financial score (S_f) of 1000 points. The financial scores of the remaining Candidates shall be computed as follows:

$$S_f = (1000 \times F_m) / F$$

(F = amount of specific Financial Proposal)

- 5.3.3 Candidates, in the quality cum cost based selection shall finally be ranked according to their combined technical (S_t) and financial (S_f) scores using the weights (T = the weight given to the Technical Proposal, P = the weight given to the Financial Proposal; and T+P=1) indicated in the Data Sheet:

$$S = S_t \times T \% + S_f \times P \%$$

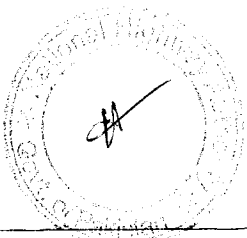
- 5.4 The combined technical and financial scores mentioned in Para 5.3.3 will provide a Ranking List, and become the basis of negotiation.

6. NEGOTIATION

- 6.1 The Client shall notify the highest ranked Candidate in writing, by registered letter, cable telex or facsimile and invite him to negotiate the contract.
- 6.2 Negotiations shall commence with a discussion of your proposal and conclude on an agreement regarding conditions of contract. Negotiations normally take from two to five days. The aim is to reach agreement on all points and initial a draft contract Agreement by the conclusion of negotiations.
- 6.3 If negotiations fail, the Client shall invite the second ranked Candidate to negotiate the contract. The procedure will continue with the third in case the negotiation process is not successful with the second ranked Candidate.

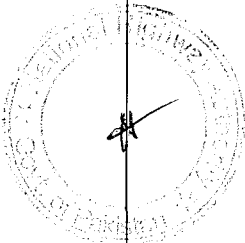
7. AWARD OF CONTRACT

- 7.1 The contract shall be awarded after successful negotiations with the selected Candidate and approval by the competent authority. Upon successful completion of negotiations / initialing of the draft contract Agreement, the Client shall promptly inform the other Candidates through notification of award on websites of the Client and PPRA in compliance of Rule 35 of the Public Procurement Rules, 2004.
- 7.2 The selected Candidate (**Consultant**) is expected to commence the Assignment on the date and at the location specified in the Data Sheet and/ or as per conditions of the contract Agreement signed between the Client and the Social Development Expert (EMA).

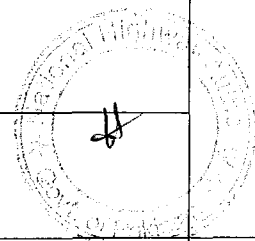


DATA SHEET

ITA Clause No.	DESCRIPTION OF THE CLAUSE
1.1	<p>The name of the Assignment is:</p> <p>Consultancy Services for External Monitoring for Implementation of Land Acquisition and Resettlement Plans for Tranche-1 of MFF: CAREC Corridor Development Investment Program.</p> <p>The Client's name is: National Highway Authority</p>
1.2	<p>Brief description and the objectives of the Assignment are:</p> <p>The Assignment, as named above, is primarily selection and hiring of External Monitoring Agency/Individual Consultant for the Consultancy Services, in accordance with Procurement of Consultancy Services Regulations, 2010.</p> <p>Objective of the Assignment which shall be tasked to the External Monitoring Agency is to enhance capacity of the Client in accordance with the TOR provided in the RFP.</p>
1.5	<p>Date, Time and Venue for Pre-proposal Conference:</p> <p>Date: 22nd January, 2018 Time: 1100 hours Venue: NHA Auditorium (HQ) National Highway Authority 28, Mauve Area, G-9/1 Islamabad.</p>
1.6	<p>The Client shall provide the following inputs: As per TOR.</p>
1.8	<p>Minimum requirements for suitability of a Candidate are:</p> <p>A Social Development and Resettlement Expert having minimum B.Sc. (Social Sciences) or equivalent degree recognized by HEC and having at least five (5) years relevant experience as social worker/ community mobilizer/ resettlement officer from any government/ registered non-government organizations or like entities, who:</p> <p>(a) Is registered with Income Tax department (FBR) having valid relevant certificate.</p> <p>(b) Provides affidavit in original bearing the subject with the name of Assignment on Judicial Stamp Paper duly attested by Oath Commissioner to the effect that the Candidate has never been blacklisted and none of the contracts in which the Candidate was party has been rescinded in the past for non-fulfillment of contractual obligations; and confirms therein his and support staff availability as per person-months allocated in TOR.</p> <p>(c) Provides Client's Satisfaction Certificates (Performance Reports) from the respective previous clients of at least two past assignments. [Note: any Candidate who provided services in past to NHA in any capacity shall be disqualified from the Assignment, named under Clause 1.1 above, if any adverse report regarding his previous performance on NHA assignment(s) is received from any quarter of NHA].</p>
3.1.2	<p>Required documents include:</p> <p>a. Forms TECH-1, TECH-2 and TECH-3 as well as Forms FIN-1, FIN-2, FIN-3 and</p>



	<p>FIN-4, duly completed and signed.</p> <p>b. Copies of CNIC and valid registration of FBR.</p> <p>c. Copies of Matriculation Certificate, Degree(s) in Social Science/ relevant field and/or others, Experience Certificates and other Certificates / Credentials / Evidence / Reference / Contact Person etc. for seeking respective scores during evaluation.</p> <p>d. Other necessary documents including those mentioned in sub-paragraphs (b) and (c) under Clause 1.8 above.</p> <p>e. Forms TECH-1, TECH-2 and TECH-3, duly signed and stamped by NHA, as provided in the RFP (ITA 3.1.1) as well as Forms FIN-1, FIN-2, FIN-3 and FIN-4.</p>
3.2.1	<p>'Consultant' shall be named as:</p> <p>External Monitoring Agency (EMA)</p>
3.2.2	<p>Professional liability and insurances:</p> <p>i. The EMA shall be responsible for providing Professional Indemnity Bond of the required amount. This bond shall be in the joint name of The EMA and the Client.</p> <p>ii. The EMA shall be encouraged to insure itself for Hospitalization / Medical as well as Travel and Accident Cover for the duration of the Contract at his own cost.</p> <p>[The details will be provided under Clause 3.5 of Special Conditions of Contract.]</p>
3.2.4	<p>Consultant shall quote the rates of remuneration and direct non-salary cost items (if any) in Pak. Rupees only.</p>
4.1	<p>The number of copies of the Proposal required is:</p> <p>Technical Proposal: One Original and Three copies with CD (soft form of complete Technical Proposal in PDF Form) in sealed envelope.</p> <p>Financial Proposal: One Original with CD (soft form of complete Financial Proposal in PDF as well as MS Word/ Excel Forms) in sealed envelope.</p> <p>The address for writing on the proposal:</p> <p>General Manager (P&CA) National Highway Authority 28, Mauve Area G-9/1 Islamabad Telephone: +92-51-9032727 Facsimile: +92-51-9260419</p>
4.4	<p>The Date, Time and Location for submission of proposal:</p> <p>Date: 7th February, 2018 Time: 1130 hours Location of Submission: NHA Main Auditorium National Highway Authority 27, Mauve Area G-9/1 Islamabad.</p>
4.5	<p>Validity period of the proposal is:</p> <p>180 days</p> <p>The bid shall remain valid upto:</p>



6th August, 2018

Location for Negotiation is:

NHA Main Auditorium
National Highway Authority
27, Mauve Area G-9/1 Islamabad.

5.2

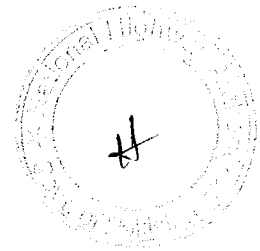
Evaluation of technical proposals, and presentation, shall be based on the following Criteria:

S. No.	Description of Criteria and Subdivision of Marks for Social Development Expert/ EMA	Max Marks
1.	Academic Qualification: Minimum Bachelor's preferably Master's degree in Social Sciences or similar.	220
2.	General Experience: Minimum five (5) years post-graduate experience as social worker/ community mobilizer/ resettlement officer from any government/ registered non-government organizations or like entities. (100 marks); Ten (10) marks per year for similar experience exceeding the said five (5) years' experience. (up to maximum of 20 marks).	120
3.	Specific Experience: Eighteen (18) marks per year for experience as an expert (after achieving graduation degree) in preparation and implementation of LARP and monitoring and evaluation (upto maximum 126 marks) preferably of development projects financed by ADB or other IFIs (74 marks). Experience in Social Development and Resettlement monitoring is preferred (60 marks). Note the above experience may be inclusive of the experience during the years also marked under General Experience.	260*
4.	Availability of Human Resource: The candidate must give proof of having minimum requisite staff mentioned below by submitting their CVs: (i). Enumerators (02 Nos.), (ii). Female Enumerators/ Sociologist (01 No.), (iii). Computer Operator (01 No.)	100
5.	Presentation: For evaluating Competence of the candidate against desired level of Performance for the captioned assignment besides pre-assessment of his Integrity and Professionalism, also keeping in view past assignments completed anywhere particularly in Social Safeguard and Resettlement field particularly with international donor agencies, the candidate will be requested to give a comprehensive presentation. The Support Staff mentioned under para 4 above will accompany the Social Development Scientist during presentation for verification.	300
Total:		1000

*** Candidates scoring less than 156 Marks, against SN 3, shall be treated as unfit and disqualified.**

Note: Candidates having total scores of at least 700 out of 1000 Marks (i.e. 70%) in SN 1 to 5 above shall be declared qualified.

5.3.1	<p>The date, time and address of the Financial Proposal opening are:</p> <p>The information will be communicated after evaluation, approval of Technical Proposals and Presentation.</p>
5.3.3	<p>The weights given to the Technical and Financial Proposals are:</p> <p style="text-align: center;">Technical: 80% Financial: 20%</p>
7.2	<p>Expected Date and location to commence the Assignment:</p> <p>Date: 1st March, 2018 (tentative)</p> <p>Location: To be assigned, as per ToR, by EALS Section NHA National Highway Authority 28, Mauve Area, G-9/1 Islamabad.</p>



TECHNICAL PROPOSAL FORMS



TECHNICAL PROPOSAL SUBMISSION FORM

{Location, Date}

To: [Name and address of Client]

Dear Sir:

I, the undersigned, offer to provide the consulting services as External Monitoring Agency in accordance with your Request for Proposals dated [Insert Date]. I am hereby submitting my Proposal sealed in envelope.

I hereby declare that:

- (a) All the information and statements made in this Proposal are true and I accept that any misinterpretation or misrepresentation contained in this Proposal may lead to my disqualification and I may be sanctioned by the Client.
- (b) I have no conflict of interest in accordance with ITA Clause 1.9.
- (c) I meet the eligibility requirements as stated in Data Sheet Clause 1.8.
- (d) I have not prepared the TOR for this Consultancy Services.
- (e) My Proposal shall be valid up to expiration of the validity period i.e. the date indicated in Clause 4.5 of the Data Sheet (or the date extended with the written consent of consultant in case of delay in procurement process).
- (f) My Proposal is binding upon me and subject to any modifications resulting from the Contract negotiations.

I undertake, if my Proposal is accepted and the contract Agreement is signed, to commence and complete the Consultancy Services in accordance with the conditions of contract.

I understand that the Client is not bound to accept any or all Proposal(s) that the Client receives.

I remain,

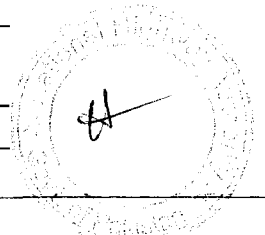
Yours sincerely,

Signature {In full and initials}: _____

Name of the Candidate: _____

Address: _____

Contact information (phone and e-mail): _____



FORMAT OF CURRICULUM VITAE (CV) FOR THE CANDIDATE

1. Name of Candidate: _____
2. Date of Birth: _____
3. Nationality: _____
4. CNIC Number (**Attach a copy**): _____
5. Email Address: _____
6. Cell Number: _____
7. Name of current employer, if any: _____
8. Procedure for Availability as **External Monitoring Agency**, if selected: _____
9. Membership in Professional Societies: _____
10. Detailed Tasks to be Assigned (TOR): _____

11. Key Qualifications:

[Give an outline of your experience and training most pertinent to the Tasks. Describe degree of responsibility held by you on relevant previous assignments and give dates and locations. Use up to one page].

12. Academic Qualifications: (Education)

[Summarize college / university and other specialized education, giving names of institutions, dates attended and degrees / certificates obtained (**Attach documentary evidences**)].

13. General and Specific Experience: (Employment Record)

[Starting with present position, list in reverse order every employment held. List all positions held by you since graduation, giving dates, names of employing organizations, title of positions held and location of assignments (**Attach documentary evidences**). For experience in last ten (10) years, also give types of activities performed and **email of Contact Persons in the employing organizations**, where appropriate to indicate General Experience and Specific Experience in **social development and resettlement monitoring** related assignments respectively; specify number of months in any assignment / task performed for precise evaluation, failing which the evaluators shall not be held responsible for any lower scoring)].



14. Languages

[Indicate proficiency in speaking, reading and writing of each language: excellent, good, fair, or poor].

15. Certification

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

- (i) This CV correctly describes my qualifications and experience etc.
- (ii) I am not a current employee of the Executing or the Implementing Agency.
- (iii) I was not part of the team who wrote the terms of reference for this Consultancy Services.
- (iv) I am not currently debarred by any department / organization / (semi-autonomous / autonomous bodies)/ IFIs/ or such like institutions in Pakistan.
- (v) I undertake, if my Proposal is accepted and the contract Agreement is signed, to commence and complete the Consultancy Services in accordance with the conditions of contract.

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

Signature of the Candidate

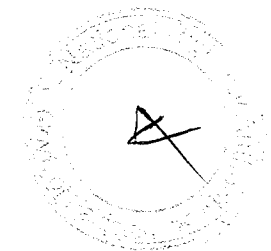
Date: _____
Day / Month / Year



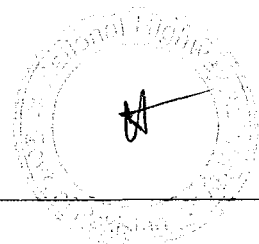
Note: copy or scanned signatures are not allowed

CURRENT COMMITMENTS OF THE CANDIDATE
 (List **MUST** be comprehensive including assignments from clients other than NHA as well)

Name of assignment	Single or JV	Tasks assigned	Start date of the assignment	Expected date of completion



FINANCIAL PROPOSAL FORMS



FINANCIAL PROPOSAL SUBMISSION FORM

{Location, Date}

To: [Name and address of Client]

Dear Sirs:

I, the undersigned, offer to provide the consulting services as **External Monitoring Agency** in accordance with your Request for Proposal dated [Insert Date] and my Technical Proposal.

My attached Financial Proposal is for the amount of {Insert amount in figures and words}, **including all Federal, Provincial and Local taxes (excluding GST) applicable as per law of the land.** {Please note that all amounts shall be the same as in Financial Proposal Form FIN-4}.

My Financial Proposal shall be binding upon me subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Clause 4.5 of the Data Sheet (*or the date extended with the written consent of consultant in case of delay in procurement process*).

I confirm that I have no condition to state that may have financial implications over and above the amount quoted above.

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

I remain,

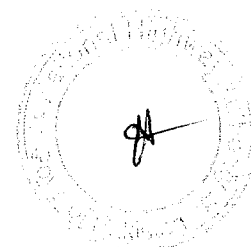
Yours sincerely,

Signature {In full and initials}: _____

Name of the Candidate: _____

Address: _____

Contact information (phone and e-mail): _____



ESTIMATED SALARY COSTS / REMUNERATION

Sr. No.	Position	Name	Staff-Months	Billing Rate	Total Amount
I. Professional Staff					
1.	Social Development Expert/ EMA		08		
Sub-Total:					

Note:

1. Above remuneration includes, in addition to basic salary, all type of allowances.
2. Above remuneration accounts for the professional liability as provided under the requirement of insurances specified in the Data Sheet in accordance with Procurement of Consultancy Services Regulations, 2010 as notified by the Public Procurement Regulatory Authority.
3. Above remuneration rate is inclusive of all applicable Federal, Provincial and Local taxes (excluding General Sales Tax).
4. All amounts quoted must be in Pak. Rupees only.

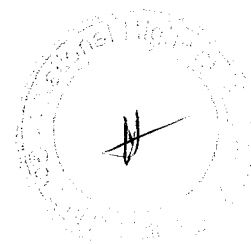


ESTIMATED SALARY COSTS / REMUNERATION

Sr. No.	Position	Nos.	Staff-Months	Billing Rate	Total Amount
II. Support Staff					
1.	Enumerator-I	01	06		
2.	Enumerator-II	01	06		
3.	Female Enumerator/ Sociologist	01	06		
4.	Computer Operator	01	04		
Sub-Total:					

Note:

1. Above remuneration includes, in addition to basic salary, all types of allowances.
2. Above remuneration rates are inclusive of all applicable Federal, Provincial and Local taxes (excluding General Sales Tax).
3. All amounts quoted must be in Pak. Rupees only.



DIRECT (NON-SALARY) COSTS

Sr. No.	Nomenclature	Unit	Qty	Unit Price	Total Amount
1.					
2.					
3.					
Total					

Note:

- a) Direct Non-salary Costs are such incurred non-salary costs which are directly allocable to specific engagements for the Assignment.
- b) All amounts quoted shall be in Pak. Rupees.



SUMMARY OF COST OF THE EMA

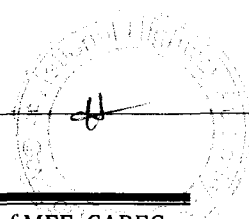
Sr. No.	Description	Amount (Pak Rs.)
1.	Salary Cost / Remuneration	Professional Staff
		Support Staff
2.	Direct (Non-Salary) Cost	
3.	Sub Total (1+2)=A*	
4.	Sales Tax @ 16% on item S.No.3 above which shall be kept as Provisional Sum** in the Contract Agreement	
	Grand Total:	

Note:

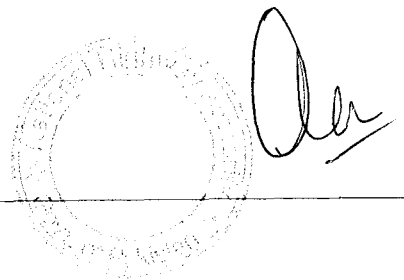
1. This cost is supposed to be built up in bid price and if anything is left blank it shall be deemed to be included in the cost.
 2. The dues and salaries of staff are payable by the consultant in time and not later than 10th of the following month positively. In case of failure to do so Client shall intervene and pay these dues and salaries of the concerned Personnel and recover from the invoice of the consultant at actual charges paid plus 1% of the amount. This will also be accounted for adversely in making assessment of the Consultants in the next evaluation process for selection of consultants with report of such defaults.
 3. The grand total is inclusive of all the applicable Federal, Provincial and Local taxes. All these taxes (except the Sales Tax) are required to be built in the quoted rates and not be mentioned separately.
 4. Any Omission or arithmetical error made by the consultants in entering the amount "A" against Sr. No. 3 in above table shall also be rectified during evaluation of the Financial Proposals.
- * Financial Evaluation of the Proposals shall be based on the said amount "A" whereas basis of payment under the Contract to be signed shall be as per "Schedule of Payments and Outputs" which is provided under paragraph 13 of the TOR (Appendix A to the RFP).
- ** The amount against Sr. No. 4 in above table shall be kept as Provisional Sum for reimbursement against receipts of sales tax paid by the EMA to the Government as and if it is charged by the relevant authority.

OR

As per policy of Government(s) from time to time.



APPENDIX A
TERMS OF REFERENCE
(TOR)

A circular official stamp is located in the bottom right corner of the page. To its right is a handwritten signature in black ink. The stamp contains text around its perimeter, which is partially illegible but appears to include 'ESTABLISHED 1988' and 'MINISTRY OF...'. The signature is a stylized, cursive name.

SCOPE OF SERVICES/TERMS OF REFERENCE

BACKGROUND:

1. National Highway Authority (NHA) is implementing Tranche-1 Project with the financial assistance of Asian Development Bank (ADB) under the MFF "CAREC Corridor Development Investment Program." The project is subject to the Safeguard Policy Statement (2009) of ADB and the Land Acquisition and Resettlement Framework (LARF) agreed between the Government of Pakistan and ADB for the MFF.
2. Two of the three subprojects proposed under Tranche-1 (N-55, Section I: Ratodero-Shikarpur ACW and Section II: Petaro-Sehwan ACW) have land acquisition and resettlement impacts. These subprojects will affect the assets of 356 owners and significantly affect 548 persons. Hence, Tranche-1 of the MFF is categorized as A for involuntary resettlement (IR). Draft land acquisition and resettlement plans (LARPs) have been prepared during project processing based on preliminary design. No IR impacts were identified for N-55, Section III: Peshawar-Dara Adamkhel, but will need to be reconfirmed following the detailed design.
3. As per the LARF provisions, contract award is conditional on ADB cleared updated/ final implementation ready LARP based on detailed design. Moreover, commencement of civil works/ issuance of notice-to-commence with Civil Works is conditional to the full implementation of these LARPs, including (a) compensation at full replacement cost paid to each displaced person (DP) for subproject components or sections that are ready to be constructed; (b) other entitlements listed in the LARPs have been provided as confirmed by an external monitoring agency/ expert; and (c) a comprehensive income and livelihood rehabilitation program, supported by and adequate budget, is in place. ADB clearance of the monitoring report and no-objection is a condition for issuing the notice-to-commence the Civil Works in these two subprojects.
4. LARPs for Tranche-1 is subject to both internal and external resettlement monitoring. Internal monitoring is to be carried out by NHA with the assistance of Resettlement Specialists mobilized through Construction Supervision consultants for the MFF. For external resettlement monitoring, the services of a consultant (individual or a firm) will be required for a period up to three years from loan effect. This TOR is for the External Resettlement Monitor (ERM)/ External Monitoring Agency (EMA).

PURPOSE OF THE ASSIGNMENT:

5. The Project requires the services of an external resettlement monitor (an individual expert supported by a team of mobilizers/ enumerators) to conduct an external assessment of the extent to which resettlement and rehabilitation objectives are being met. Specifically, the objectives of the monitoring program are:
 - i. To verify ongoing internal monitoring information;

- ii. To confirm if DPs have received their compensation and rehabilitation assistance prior to handing over of Sites for commencement of Civil Works.
- iii. To verify whether the overall project and resettlement objectives are being met in accordance with the Tranche-1 LARPs, and if not to suggest corrective measures;
- iv. To assess the extent to which implementation of the Tranche-1 LARPs complies with ADB's Safeguards Policy Statement (SPS);
- v. To identify problems or potential problems; and identify necessary measures to mitigate problems and advise the National Highway Authority (NHA) accordingly;
- vi. To verify if the livelihoods and the standard of living of displaced persons (DPs), including those of the non-titled DPs, are restored or improved; and
- vii. To conduct a post-evaluation of the implementation of the LARPs and learn strategic lessons for future policy formulation and planning.

QUALIFICATION:

6. The selected Consultant should have a proven track record of five years or more in preparation & implementation of LARP, monitoring & evaluation, preferably of development projects financed by ADB or other IFI's. Experience in social development and resettlement monitoring is preferred. He/ she should demonstrate good English communication skills and have at least a Bachelor's degree in the relevant field. The Consultant must mobilize sufficient resources and skilled Personnel (refer section 11 below) to undertake program monitoring including a gender balance in personnel and skills.

SCOPE OF WORK:

7. External resettlement monitoring will be carried out for following subprojects financed as Tranche-1 Project under the MFF CAREC Corridor Development Investment Program. In the case of Peshawar-Dara Adam Khel subproject, monitoring will be done only once to confirm if there are no IR impacts on the proposed Civil Works as reported in the due diligence report prepared during project preparation.

Tranche 1 Subprojects	Section Length
Ratodero-Shikarpur ACW Section-I	43.200 KM
Petaro-Sehwan ACW Section-II	66.400 KM
Peshawar-Dara Adam Khel Section-III	34.500 KM

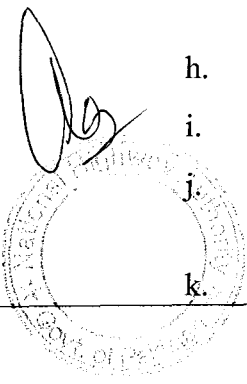
MAJOR TASKS:

8. The major tasks expected from the External Monitor include the following:
 - a. Review the DP database and assess if required information for monitoring and post-evaluation are properly covered and recommend improvements in case of gaps;

- b. Conduct independent monitoring of the projects implementation, including Project Implementing Units (PIUs), local offices and consultations with village leaders, NGOs and affected people, especially women and vulnerable groups;
- c. Prepare independent reports based on monitoring visits;
- d. Suggest major recommendations for remedial actions;
- e. Identify lessons learned;
- f. Maintain record of independent monitoring surveys, consultations/ discussions with DPs in the field and their views about LARP, its preparation and implementation, especially the compensation disbursement and resettlement aspects;
- g. Suggest remedial actions with time-based acts;
- h. Support capacity development efforts; and
- i. Share the major lessons learnt from the process both in terms of success and failure.

DETAILED TASKS:

9. The External Resettlement Monitor (ERM)/EMA will address specific issues such as the following:
 - a. Verify the DMS database generated by the PMU, identify differences in IOL and/or DMS recorded in the LARPs, and documents changes to the databases;
 - b. Confirm that all DPs are eligible for compensation, resettlement and rehabilitation assistance, irrespective of tenure status, social or economic standing, and any such factors that may discriminate against achieving the project objectives; Payment of compensation, allowances and other assistance are as per the approved LARPs;
 - c. Confirm timing of disbursement of payment; and assess that the level of compensation is sufficient to replace their losses;
 - d. Review adequacy of public consultation and awareness of key information in the resettlement plan;
 - e. Coordination of resettlement activities with construction schedule;
 - f. Land acquisition and transfer procedures;
 - g. Construction/ rebuilding of replacement houses and structures on residual land, alternative sites (outside the residual land), and self-selected land;
 - h. Implementation of gender measures as indicated in the LARPs;
 - i. Level of satisfaction of DPs with the provisions and implementation of the LARPs;
 - j. Effectiveness of grievance redressal mechanism (accessibility, documentation, process and resolution);
 - k. Effectiveness, sufficiency, impact and sustainability of entitlements and income restoration programs and the need for further improvement and corrective measures, if any;

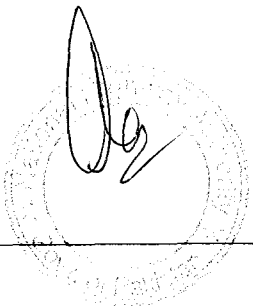


- l. Capacity of DPs to restore/ re-establish livelihoods and living standards. Special attention will be given to severely affected DPs and vulnerable DPs;
- m. Involuntary resettlement impacts caused during construction activities;
- n. Participation of DPs in LARP implementation; and
- o. Adequacy of budget and human resources at NHA/ PMU for resettlement activities, including internal monitoring.

METHODOLOGY:

10. The ERM/EMA shall adopt following methodology:

- a. Review of detailed measurement survey (DMS) process to be able to establish a baseline for monitoring and evaluating project benefits. The ERM to check on a random basis the DMS process with DPs, from identification to agreement on DMS results. The ERM will also evaluate the DMS process to determine and assess if DMS activities are being carried out/ was carried out in a participatory and transparent manner;
- b. Resettlement audit conducted during monitoring. The ERM will carry out random checks of payments disbursed to DPs during monitoring. The ERM will submit a resettlement audit report upon completion of compensation payment to DPs prior to handing over of Site for Civil Works;
- c. Review of socioeconomic data prepared during the Project Preparatory Technical Assistance (PPTA) and LARP updating. With this review, the DMS data to be used in comparison to the post-resettlement survey. A post resettlement survey will be carried out one year following completion of all resettlement activities in Tranche-I, including livelihood restoration activities. Sampling will include 100% of severely affected and vulnerable households, as well as at least 20% of all other DPs. Special attention will be paid to the inclusion of women, ethnic groups, the very poor, the landless and other vulnerable groups. The database will disaggregate information by gender, vulnerability and ethnicity;
- d. Participatory Rapid Appraisal (PRA) which will involve obtaining information, identifying existing or potential problems, and finding specific time-bound solutions through participatory means including **a)** key informant interviews including representatives of civil society, community groups, and non-governmental organizations; **b)** focus group discussions (FGDs) on specific topics such as compensation payment, income restoration and relocation; **c)** community public meetings to discuss community losses, integration of resettled households in host communities or construction work employment; **d)** direct field observations, for example of resettlement site development; **e)** formal and informal interviews with displaced households, women, and other vulnerable groups to monitor and assess the progress the DPs are making to restore their living standards, DPs' perceived need for additional assistance (and type of assistance), and their individual



satisfaction with current economic activities; and , f) in-depth case studies of problems identified by internal or external monitoring that required special efforts to resolve. The PRA will also focus on good practices in land acquisition and involuntary resettlement objects, approaches, and implementation strategies; and

e. Review the results of internal monitoring.

STAFFING REQUIREMENTS

11. The following staff are expected to be employed for external monitoring. The consultant may propose additional staff if required:

Sr.	Designation	No.	Duration per Report
a	Social Development Scientist	1	4 Weeks
b	Enumerators	2	3 Weeks for each
c	Female Enumerator/Sociologist	1	3 Weeks
d	Computer Operator	1	2 Weeks

Social Development Expert:-

Qualification:- Masters degree in Social Sciences or similar.

General Experience:- Minimum five (05) years post-graduate experience as Social Worker/Community Mobilizer/ Resettlement Officer from any government/ registered non-government organizations or like entities.

Specific Experience:- Minimum seven (07) years experience as an expert (after achieving graduation degree) in preparation and implementation of LARP and monitoring and evaluation, preferably of development projects financed by ADB or other IFIs. Experience in Social Development and Resettlement monitoring is preferred.

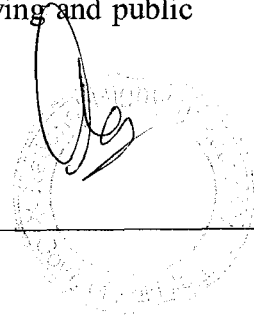
Enumerator:-

Qualification:- Graduation with Humanities subjects preferably Sociology.

Experience:- Minimum two (02) years' experience of data collection, surveying and public consultations.

Female Enumerator:-

Qualification:- Graduation with Humanities subjects preferably Sociology.



Experience:- Minimum two (02) years' experience of data collection, surveying and public consultations.

Computer Operator:-

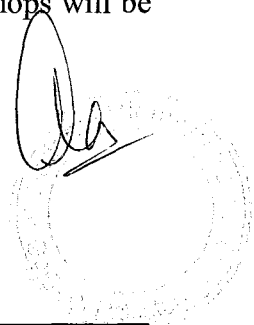
Qualification:- i) Graduation in IT and ii) Having knowledge of Microsoft Office with specialty in MS Excel OR Computer Sciences.

Experience:- Minimum Two (02) years' experience of data collection, surveying and compilation of data.

REPORTING REQUIREMENTS:

12. The Reports and other Deliverables and their timelines that the Consultant is expected to submit are given below:

- Within 01 month of commencement, separate inception report for all three projects, which includes a Monitoring and Evaluation Plan containing (i) scope and objectives of monitoring (ii) monitoring strategy, (iii) Project results, (iv) dated work program with methodology, key milestones and resources; and (v) outline of reporting format.
- Bi-Annual Monitoring reports total six in number during resettlement implementation; on the CAREC projects of i). Ratodero-Shikarpur Road 43.200 km ii). Petaro-Sehwan Road 66.400 km and iii). Peshawar-Dara Adamkhel Road 34.500 km.
- Prepare final evaluation report for at least three years OR after resettlement has been declared successfully completed OR when the project completes as the ADB and NHA decide.
- Present a Workshop to NHA and ADB at the end of each year on major lessons learnt and recommendations for improvement and in total three Workshops will be conducted.
- All reports will be submitted simultaneously to NHA and ADB.



SCHEDULE OF PAYMENTS AND OUT PUTS:

13. The schedule of payments vis-à-vis the deliverables is tabulated below.

Sr. #	Description of Reports/ Deliverables	Month	Tentative Timeline	% of "A"
1.	Mobilization	-	March, 2018	-
2.	Inception Report	1 st Month	15 th March, 2018	5%
3.	1 st Monitoring Report	6 th Month	31 st July, 2018	11%
4.	2 nd Monitoring Report	12 th Month	31 st January, 2019	11%
5.	Workshop-1	12 th Month	31 st January, 2019	6%

Sr. #	Description of Reports/ Deliverables	Month	Tentative Timeline	% of "A"
6.	3 rd Monitoring Report	18 th Month	31 st July, 2019	11%
7.	4 th Monitoring Report	24 th Month	31 st January, 2020	11%
8.	Workshop-2	24 th Month	31 st January, 2020	6%
9.	5 th Monitoring Report	30 th Month	31 st July, 2020	11%
10.	6 th Monitoring Report	36 th Month	31 st January, 2021	11%
11.	Workshop-3	36 th Month	31 st January 2021	6%
12.	Successful completion and submission of Final Report to the Client		28 th February, 2021	11%
Total:				100%

Notes:

1. Where "A" is the Contract Price excluding all Provisional Sum (PS) Amounts;
2. Against submission of each report/ deliverable 50% of the amount of IPC shall be paid whereas, the remaining 50% will be paid after satisfaction of ADB and NHA.

SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT:

14. The Client shall provide venue for Workshops mentioned in table under para 13 above free of cost.

