

**GOVERNMENT OF PAKISTAN  
PLANNING COMMISSION  
M/O PLANNING, DEVELOPMENT & SPECIAL INITIATIVES  
(PROJECTS WING)**

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**GOVERNMENT OF PAKISTAN  
PLANNING COMMISSION  
MINISTRY OF PLANNING, DEVELOPMENT AND SPECIAL INITIATIVES**

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**HIRING OF CONSULTANCY FOR M&E TRANSACTION  
SUPPORT FIRM**

The Government of Pakistan, Planning Commission invites sealed proposals from reputed consultancy firms, duly registered with Income Tax & Sales Tax for "**Transaction Support Services for Monitoring and Evaluation of PSDP projects**". Single stage – two envelopes procedure as per PPRA Rules of procurement.

Detailed ToRs indicating scopes of work, eligibility criteria and procurement procedures are available on the websites of the PPRA ([www.ppra.org.pk](http://www.ppra.org.pk)) & Planning Commission ([www.pc.gov.pk](http://www.pc.gov.pk)). The proposals may reach the office of the undersigned on or before 5<sup>th</sup> August 2021 by 1400 hrs which shall be opened on the same date at 1430 hrs.

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**Project Director**  
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## **TERMS OF REFERENCE OF M&E TRANSACTION SUPPORT FIRM**

### **BACKGROUND INFORMATION**

Public Sector Development Programme (PSDP) is an important part of public sector investment, which channels domestic and foreign resources to implement the development programme and projects prepared by the federal, provincial and local agencies. The PSDP projects are implemented and managed by the sponsoring ministries and executed by different departments/institutions, whereas Planning Commission provides oversight, coordination, monitoring and evaluation role.

The PSDP for 2021-22 has 1,198 projects with an outlay of Rs. 900 billion. 360 projects are mega projects costing Rs. 2 billion and above. The projects are spread all over the country, and in a range of sectors such as infrastructure development; social sector; productive sectors; environment and climate change; special development packages, etc.

The Monitoring and Evaluation (M&E) of these PSDP projects is a huge task, and for this the Planning Commission, Ministry of Planning, Development & Special Initiative (PD&SI) is in the process of identifying a long list of pre-qualified firms which could be contracted later during the year for task-based M&E services on individual projects.

### **PURPOSE AND SCOPE OF WORK**

Through these TORs, the Planning Commission of Pakistan intends to hire a “Consultancy Firm - M&E Transaction Support” having capability and expertise in the monitoring and evaluation support services.

Specifically, the following functions are envisaged for the M&E Transaction Support Firm:

- Prepare sector level standard TORs/ RfPs for sector specific, outsourced monitoring and evaluation tasks
- Prepare database of pre-qualified firms/ consultants, disaggregated by M&E technical expertise, sectoral experience, geographical outreach, etc.
- Prepare comprehensive TORs (as per PPRA Rules) for hiring of consultants for M&E of PSDP projects. These would include development of TORs for M&E of 50-70 large public sector development projects in sectors such as roads, energy, health, education, agriculture, climate change etc.
- Prepare bidding documents, evaluation criteria, coordinate invitation of proposals, assist the Evaluation Committee in evaluation of the bids/proposals received and submit the evaluation reports to the Planning Commission/ Committee for approval.
- Design standard agreement (s) with due care to peculiarity of the project(s), prepare and manage award of contracts.

- Undertake follow-up with contracted M&E firms/consultants on their deliverables and deadlines.
- Conduct review and quality assurance of M&E reports being shared by M&E firms/consultants, provide technical recommendations to the Planning Commission on approval, and facilitates timely payments.
- In addition to these core functions, the M&E Transaction Support Firm will be responsible for a) preparing a PSDP M&E Transaction Dashboard, indicating the list of projects for which M&E activities are outsourced and their status; and b) preparing monthly report of its contribution in different activities including documentation of learning and challenges experienced during M&E outsourcing work.

### **TECHNICAL EXPERTISE REQUIRED**

- **Monitoring and evaluation.** This would require extensive experience in conducting M&E activities, in particularly the third-party verifications, data quality assurance and evaluations of medium- to large-scale projects.
- **Management of outsourcing of M&E tasks.** Experience in outsourcing of M&E and related project-based services, particularly the development of ToRs, short-listing of firms, follow-up and quality-assurance of deliverables, documentation of learning and feedback on technical delivery.
- **Sectoral and geographical understanding.** Experience in designing, delivering or undertaking M&E of multi-sectoral, multi-stakeholder projects in areas such as large-scale infrastructure development, social sector, productive sectors including agriculture, SMEs and large-scale manufacturing, environment and climate change etc. and across various regions of Pakistan
- **Coordination and quality-assurance.** Demonstrated understanding and skills in coordination of outsourced tasks with external firms/ organizations.

### **INTEGRITY AND PROFESSIONAL WORK ETHICS**

- The Firm shall maintain highest degree of merit and integrity and shall in no case compromise on merit, quality, rules and interest of the Client.
- The Firm can be blacklisted/ highly penalized if found in nexus with the Consultants or compromised merit and quality or remained involved in non-professional activities.
- The Firm shall not create any financial liability or commit anything beyond its assigned tasks.

### **HUMAN RESOURCE**

The M&E Transaction Support Firm would be required to have following experts on its roll:

#	Experts required	No of Persons	Minimum qualification and Experience
1	M&E lead consultants	3	<ul style="list-style-type: none"> <li>• Master's degree in economics/ statistics/ public policy and governance/ business administration</li> <li>• 10 years' experience in M&amp;E, with 4 plus years of experience in undertaking external M&amp;E activities.</li> <li>• Excellent report writing, communication and IT Skills</li> </ul>
2	Public sector procurement and contracts management experts	2	<ul style="list-style-type: none"> <li>• Master's degree in business administration/ economics.</li> <li>• 15 years' experience of procurement in Public Sector</li> <li>• Excellent IT Skills</li> </ul>
3	Infrastructure development experts	3	<ul style="list-style-type: none"> <li>• BE Civil</li> <li>• 15 years' experience of constructions of large-scale infrastructure</li> <li>• Including 5 Experience in public sector</li> <li>• Excellent report writing, communication and IT Skills</li> </ul>
4	Social sector experts	1	<ul style="list-style-type: none"> <li>• Master's degree in social sciences, with specialization in gender</li> <li>• 10years' experience in gender and social development</li> <li>• Excellent report writing, communication and IT Skills</li> </ul>
4	Others		<ul style="list-style-type: none"> <li>• As per the requirement of any other sector identified by the Planning Commission for M&amp;E of PSDP Projects</li> </ul>

### **ACCESSIBILITY**

1. The Firm shall house its office in close vicinity of Pak-Secretariat, within 10 minutes reach whenever required /called and provide proof thereof prior to award of Contract.

### **PROCUREMENT PROCESS - PROCEDURES OF OPEN COMPETITIVE BIDDING (AS PER PPRA RULES)**

The “**single-stage, two-envelope procedure**” will be followed for the hiring of firm for these services. In this case, the bids will be evaluated on technical and financial grounds and price is taken into account after technical evaluation. This means that the:

- (i) The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the ‘financial proposal’ and the ‘technical proposal’;

- (ii) The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion;
- (iii) Initially, only the envelope marked “TECHNICAL PROPOSAL” will be opened;
- (iv) The envelope marked as “FINANCIAL PROPOSAL” will be retained in the custody of the procuring agency without being opened;
- (v) The procuring agency (Planning Commission) will evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements;
- (vi) During the technical evaluation no amendments in the technical proposal shall be permitted;
  - The financial proposals of bids will be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
  - After the evaluation and approval of the technical proposal the Planning Commission of Pakistan (procuring agency), will at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically non- responsive will be returned un-opened to the respective bidders; and
  - The bid found to be the \*most advantageous bid will be accepted.

### **EVALUATION CRITERIA**

<b>CRITERIA POINTS</b>		<b>TOTAL SCORE</b>	<b>SCORING CRITERIA</b>
<b>A</b>	<b>Technical Proposal</b>	<b>70</b>	
1	Relevant experience and past performance – in designing, managing and delivering M&E services	20	Years of experience <ul style="list-style-type: none"> <li>• 10-years or more: 15-20 marks</li> <li>• 5-9 years: 8-14 marks</li> <li>• 4-years or less: 0-7 marks</li> </ul> The certificate of satisfactory completion of past M&E projects (from clients) will be used to define scores within each range.
2	Brief methodology demonstrating understanding of task, and delivery approach (2-3 page maximum)	15	<ul style="list-style-type: none"> <li>• Clarity on scope of work: 0-5 marks</li> <li>• Delivery approach: 0-10 marks</li> </ul>
3	Composition of the team (with CVs) as required in the “TORs: human resource section”	15	Team proposed with CVs for <ul style="list-style-type: none"> <li>• 100% positions: 10-15 marks</li> <li>• 70% or more positions: 5-9 marks</li> <li>• Less than 70% positions: 0-4 marks</li> </ul> The quality of personnel vis-à-vis their experience in M&E will be used to define scores within each range.

CRITERIA POINTS		TOTAL SCORE	SCORING CRITERIA
4	Capabilities with respect to financial position	10	Annual turnover in PAK Rupees (last three years, verified from financial and audit reports) <ul style="list-style-type: none"> <li>• PKR. 20 million or more: 10 marks</li> <li>• PKR. 11-19 million: 5-9 marks</li> <li>• PKR. 10 million or less: 0-4 marks</li> </ul>
5	Appropriate managerial capability, including internal performance management and quality assurance systems	10	Management & Quality Assurance Structure <ul style="list-style-type: none"> <li>• Governance &amp; management structure: 0-5 marks</li> <li>• Financial and HR management system: 0-3 marks</li> <li>• Internal control and QA systems: 0-2 marks</li> </ul>
<b>B</b>	<b>Financial Proposal</b>	<b>30</b>	
1	Financial proposal	30	
<b>Total Points</b>		<b>100</b>	

### **COST AND PAYMENTS**

1. Shall quote all inclusive lump sum cost per annum, to be paid proportionately on monthly basis subject to satisfactory performance to be certified by the Client.
2. Shall submit monthly performance report indicating SMART activities performed.
3. Shall bear all misc. costs related to travelling, field visits by its experts and any other incidentals.