

Ministry of Finance

Request for Proposals

**Hiring of Competent Firm for Setting Up Monitoring and Evaluation Unit of
the Kamyab Pakistan Program**

Ministry of Finance (MoF) intends to hire and engage an organization to conduct the monitoring and evaluation of the Kamyab Pakistan Program on a regular basis under the approved Operational Framework of the Program. The company will perform monitoring at Wholesale, Executing Agency, and Micro borrower's levels for the MoF – IF Wing. Interested and relevant organizations are invited to submit their proposals to work as the M&E Unit of the Kamyab Pakistan Program

Proposals, both technical and financial, for the purpose should be furnished to Finance Division in two separate sealed envelopes not later than two weeks after publication of this advertisement.

RFP document can be accessed from the website of the Finance Division
http://www.Finance.gov.pk/jobs/Operational_Framework_10102021.pdf

The procurement of services is subject to Public Procurement Rules 2004, Government of Pakistan.
(<https://www.ppra.org.pk/Rules.asp>)

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HIRING OF A FIRM FOR MONITORING AND EVALUATION OF KAMYAB PAKISTAN PROGRAMME (KPP)

1. Intent & Design:

Kamyab Pakistan Program is a major initiative by the government to alleviate poverty by empowering the deprived segments of society and supporting them to transform their lives. The programme will link the low-income groups with commercial banks through microfinance institutions, and has five components within the ambit of KPP.

1. Interest-free loans for farmers
2. Financing for setting up a business
3. Financing on easy instalments to be extended for construction of houses under the Sasta Ghar Scheme
4. Skilled-based scholarship scheme and
5. Sehat Insaf Card

Government envisaged to fulfil following broad objectives through KPP:

- Reduce poverty by empowering the marginalized segments of society.
- Serve such segments in an ongoing and sustainable way both by broadening and deepening financial outreach.
- Improve the quality and appropriateness of the financial services available to targeted low-income groups through systematic assessment of their needs.

2. Invitation to Bid:

Ministry of Finance (MoF) intends to hire and engage an organization/firm to conduct the "Monitoring and Evaluation (M&E)" of the Kamyab Pakistan Program for which Operational Framework¹ shall serve as a guiding document. The interested bidder(s) will be required to perform M&E functions at wholesale, executing agency and micro borrowers' levels and shall be required to submit their "Technical Proposal" on the following lines:

i. Quarter-Wise Program Indicators;

(a) Monitoring

- Tracking of disbursements, guarantee limits, schemes, subsidies and billing etc.
- Strength/solvency of executing agencies.
- Non-performing loans and recoveries.
- Early warning signs/indicators.
- Other relevant indicators.

(b) Evaluation

- Indicators to measure service effectiveness.
- Indicators to measure breadth and depth of the outreach.
- Other relevant indicators.

¹ https://www.finance.gov.pk/jobs/Operational_Framework_10102021.pdf

II. Year Wise Program Level Outcomes

(a) Financial

- Non-performing loans (% of outstanding portfolio).
- Disbursement vis-à-vis target.
- Subsidies (% of loans).
- Other relevant financial outcomes

(b) Social

- Businesses created or expanded?
- Increase in house ownership?
- Income levels increased?
- Skills developed?
- Access to health facilities improved?
- Any other(s).

(c) Economic

- Benefits to the Economy
- Employment generation (direct & indirect)
- Other benefits like revenue contribution etc.

III. Impact Analysis

- Changes in broad social indicators related to poverty.
- What are the long-term sustainable changes as a result of the outcomes?
- Other impact indicator(s).

IV. M&E Methodology, Tools and Techniques;

V. Reporting (monthly, quarterly, semi-annually, annually)

- Provide details of reports to be produced and shared with respect to M&E of KPP along with frequency, coverage and purposes.

In addition to above, following functions shall be performed by the selected firm/organization:

- i. Serve as a focal point for monitoring and evaluation of KPP as per the modalities defined under the approved Operational Framework.
- ii. Provide input to forums such as Advisory Board or Steering Committee with respect to features, design and execution of the KPP.
- iii. Provide recommendations for improvement of the program based on M&E analysis or market feedback or as required by the KPP Advisory Board. Market feedback to be gathered through stakeholders' consultation to be held on bi-annual basis.
- iv. Provide recommendations to Steering Committee for removing any bottlenecks in smooth execution of KPP through respective stakeholders. This will be based on stakeholders' consultation to be held on bi-annual basis.
- v. Provide various reports (monthly/quarterly/semi-annual) as specified above.
- vi. Any other work/report to be required by the MoF on an ongoing basis which will facilitates better monitoring and evaluation of the program.

3. Bidding Criteria:

Bids shall be selected in accordance with Public Procurement Rules (PPRA)-2004 i.e. "Single Stage – Two Envelope Procedure". The bid shall comprise two sealed envelopes separately marked as "Financial Proposal" and "Technical Proposal";

4. Procedure for Submission of Proposal

Technical Proposals

One original and four (04) copies must be submitted. Every page of the original proposal must be signed and stamped and copies must be made from the signed and stamped original proposal. Technical Proposal must contain no reference to the Financial Proposal. Failure of any of these will lead to disqualification from the selection process.

Financial Proposals

One (01) original with each page signed and stamped.

5. Mode of Submission

The envelopes shall be marked as "Financial Proposal" and "Technical Proposal" in bold and legible letters to avoid confusion. Proposals submitted otherwise will not be considered for evaluation and will lead to disqualification.

6. Submission Date and Time

Proposals must be submitted in person or through courier at the above-mentioned contact within two weeks of publication of the newspaper advertisement.

7. Proposals Opening Date and Time

Technical Proposals shall be opened in the Committee Room 2nd Floor of Q Block, Finance Division, Pak Secretariat, Islamabad on the due date at 1730 hrs in presence of the representative of firm/organization who choose to be present.

Financial Proposals of only technically qualified firms/organizations shall be opened in the presence of representatives of technically qualified firms/organizations. Date and time of opening of Financial Proposals shall be communicated after evaluation of Technical Proposals.

8. Evaluation Criteria

Technical Proposals (70 marks)

| S# | Criteria | Marks |
|----|--|-------|
| 1 | Experience (in number of years) of firm/organization related to M&E of public sector projects - Brief history and profile of the company - Name of projects and details - Role of the organization in M&E | 20 |
| 2 | Specify quarterly and yearly Performance Indicators and Outcomes along with approach and methodology of M&E, proposed to be implemented for KPP | 40 |
| 3 | Profile of staff deployed by the firm/organization | 10 |

| | | |
|--|--|--|
| | - Please share the resume/details of at-least 3 core team members with Team Lead having at-least 15 years of experience and 2 Associate having at-least 10 years of relevant working experience. | |
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Financial Proposals (30 marks)

All-inclusive annual M&E Services Fee (in PKR) shall be quoted for 3-years as follow:

| M&E Fee | Q1 A | Q2 B | Q3 C | Q4 D | Total A+B+C+D |
|---------|---------|---------|---------|---------|------------------|
| Year-1 | | | | | |
| Year-2 | | | | | |
| Year-3 | | | | | |

No amount other than above quoted fee shall be paid by the MoF during the contract.

9. Other Bidding Terms

1. Technical and Financial Proposals shall be submitted keeping in view 3-year contract period with payments to be made on quarterly basis linked with quarterly performance targets. **These targets are to be proposed by relevant firm/organization in the Technical Proposal.**
2. The bid shall remain valid for a period of sixty (60) days from the last date of bid submission.
3. The bidder shall not withdraw the bid;
4. Interested bidders will be required to meet all terms & conditions as specified in this document and in "Operational Framework" in letter and spirit while submitting their bids/documents. Any non-compliance shall result in disqualification.
5. In case the firm/organization fails to execute the contract strictly in accordance with the stated terms and conditions, the contract shall be terminated by MoF.
6. MoF reserves the right to cancel the process at any stage without prior notice/reason/justification.
7. MoU shall be signed between MoF and successful bidder consistent with the modalities as specified in this document, Technical Proposal and approved "Operational Framework".

10. For Clarification

Clarification may be requested not later than 07 working days prior to the submission deadline. No query shall be entertained thereafter. Contact details are as follows:

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 Islamabad
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