**KARANDAAZ PAKISTAN**

**Request for Proposal (RFP)**

**# 55**

**3rd Party monitoring of Karandaaz Projects**

**SECTION 1. LETTER OF INVITATION**

RFP no. 55

27th December, 2018, Islamabad

1. The purpose of this RFP is to solicit bids from firms interested in providing consultancy services for “3rd Party monitoring of KRN projects”. The RFP is designed to assess whether organizations are able to provide the services required, and through a competitive and fair assessment, select a winning vendor for a goods and services year-long contract.
2. Karandaaz Pakistan invites sealed proposals in hard and soft format from interested and eligible firms. More details on the Services required are provided in the Terms of Reference (Section 4 of RFP).
3. The company will be selected under open competitive procedures, in accordance with the procurement policies and procedures of Karandaaz Pakistan.In the event of any conflict or inconsistency in terms and conditions of the request for proposal, Karandaaz Pakistan procurement policies and procedures shall prevail.
4. The full RFP is available at [**www.karandaaz.com.pk**](http://www.karandaaz.com.pk).

Both financial and technical proposals must be submitted before close of Business on 23rd January, 2019. Offerors must prepare four hard copies of the technical proposal and one hard copy of the cost proposals, and submit in separate **sealed** envelopes to the attention of ‘The Procurement Department’ 1-E, Ali Plaza, D Chowk, Mezzanine Floor, Naziumudin Road, Blue Area, Islamabad, Pakistan. The soft copies of technical proposals should also be sent to the following email address: [**procurement@karandaaz.com.pk**](mailto:procurement@karandaaz.com.pk) with the subject line: Responding to RFP No 55. “3rd Party monitoring of KRN projects”.

Yours sincerely,

**The Procurement Department**

Karandaaz Pakistan

**SECTION 2. INSTRUCTIONS TO FIRMS**

**A. General**

1. **Scope of Proposal**

Karandaaz Pakistan issues this Request for Proposal (RFP) for the following services:

Consultancy Services to formulate “.”

Throughout this RFP:

1. The term “in writing” means communicated in written form (e.g., by mail, e-mail, fax)
2. “Day” means calendar day
3. **Fraud and Corruption**

Firms shall comply with Karandaaz Pakistan’s policy regarding fraud and corruption given in Section 3 of the RFP.

1. **Eligibility**

Karandaaz Pakistan may specify certain minimum qualification criteria in the Terms of Reference e.g. minimum years of relevant experience.

The firm has an obligation to disclose to Karandaaz Pakistan any situation of actual or potential conflict that impacts its capacity to serve Karandaaz Pakistan’s best interests. Failure to disclose such situations may lead to the disqualification of the firm or the termination of its Contract. Karandaaz Pakistan’s policy with regard to conflict of interest is given in Section 3 of the RFP.

Firms shall provide such evidence of their continued eligibility satisfactory to Karandaaz Pakistan, upon request.

1. **One Proposal Per Firm**

Each shall submit only one proposal, either individually or as a partner in a joint venture. A firm that submits or participates in more than one proposal shall cause all the proposals with the firm’s participation to be disqualified. However, this does not limit the participation of subcontractors and individual experts in more than one proposal.

1. **Cost of Preparation of Proposal**

The firm shall bear all costs associated with the preparation and submission of its proposal. Karandaaz Pakistan shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

**B. Request for Proposal**

1. **Contents of the RFP**

The RFP includes the documents listed below and any Addendum issued in pursuant to point 8 of this section ‘Amendment of RFP’.

Section 1 - Letter of Invitation

Section 2 - Instructions to firms

Section 3 – Procurement Policy – vendor conduct

Section 4 - Terms of Reference

Annexure A – Proposal Submission Form

1. **Clarification of RFP**

All questions and/or clarifications regarding this RFP must be submitted via email to Procurement@karandaaz.com.pk no later than 5:00PM local time on 10th January, 2019. All correspondence and/or inquiries regarding this solicitation must reference the RFP number. No phone calls or in-person inquiries will be entertained; all questions and inquiries must be in writing.

Questions and requests for clarification—and the responses thereto—will be circulated to all RFP recipients who have indicated an interest in bidding by 5:00PM on 18th January, 2019.

Only the written answers will be considered official and carry weight in the RFP process and subsequent evaluation. Any verbal information received from a Karandaaz employee or other entity should not be considered as an official response to any questions regarding this RFP.

1. **Amendment of RFP**

At any time prior to the deadline for submission of bids, Karandaaz Pakistan may amend the RFP by issuing an Addendum.

Any Addendum issued shall be part of the RFP and will be communicated via the Karandaaz Pakistan website. Firms are advised to monitor the site for updates.

To give prospective firms reasonable time in which to take an Addendum into account in preparing their bids, Karandaaz Pakistan may, at its discretion, extend the deadline for the submission of bids, pursuant to point 17 ‘Deadline for Submission of Proposals’ of this section.

1. **Split order**

As required Karandaaz Pakistan can split the order.

**C. Preparation and Submission of Proposals**

1. **Language of proposal**

All documents relating to the proposal shall be written in the English language.

1. **Documents Comprising the Proposal**

The proposal shall consist of the following:

1. Technical proposal
2. Financial proposal

The **technical proposal** should contain the following:

1. Executive summary: Summarizing the consultant’s overall understanding of the assignment, propose team leader and key team members, and the strengths of the consultant and team proposed for executing the assignment;
2. Firm’s qualifications: Details of consultant’s relevant experience, project and activities and capacity to mobilize nationally.
3. Profiles of project team: Team lead and proposed key team members profiles, qualifications, defined roles in the proposed assignments and relevant experience.
4. Methodology: Consultant’s approach for data collection on results indicator, post investment monitoring of records, milestones, KPIs, and compliance with KRN requirements.
5. Accompanying documents: Registration certificate/ license and a NTN certificate.

Document specifications: Font Calibri, Font Size 11.

* **Please print this table and check submitted items in the column provided. Include this right after the title page of Technical Proposal. This will suffice as compliance matrix.**

1. **Currencies of Bid and Payment**

Firms may express the price in PKR (Pak Rupees) only. International firms should also specify the applicable dollar exchange rates used to calculate the price in PKR which will be assessed as per point 26.

1. **Proposal Validity**

Proposal shall remain valid for ninety (90) days after the proposal submission deadline date established by Karandaaz Pakistan. A proposal valid for a shorter period shall be rejected as non-responsive.

In exceptional circumstances, prior to the expiration of the proposal validity period, Karandaaz Pakistan may request all firms who submitted their proposals to extend the period of validity of their proposal for a specified additional period. The request and the responses shall be made in writing. If the firm agrees to extend the validity of its proposal, it shall be done without any change in the original

proposal and with the confirmation of the availability of the key experts. The firm has the right to refuse to extend the validity of its proposal in which case such proposal will not be further evaluated.

If any of the Key Experts become unavailable for the extended validity period, the firm shall provide a written adequate justification and evidence satisfactory to the Client together with the substitution request. In such case, a replacement Key Expert shall have equal or better qualifications and experience than those of the originally proposed Key Expert. The technical evaluation score, however, will remain to be based on the evaluation of the CV of the original Key Expert.

If the firm fails to provide a replacement Key Expert with equal or better qualifications, or if the provided reasons for the replacement or justification are unacceptable to the Client, such Proposal will be rejected.

1. **Proposal Security**

In this procurement, a proposal security is not required.

1. **Alternative Proposals**

Alternative proposals shall not be considered.

1. **Format, Signing, and Submission of Proposals of Proposal**

The firm shall prepare and email a scanned copy of the documents comprising the Proposal as described in point 10 on official company letterhead. Each document shall be signed by a person duly authorized to sign on behalf of the firm. All pages of the proposal shall be initialled by the person or persons signing the proposal.

Both financial and technical proposals must be submitted before close of business on 21st January, 2019. Offerors must prepare four hard copies of the technical proposal and one hard copy of the cost proposals, and submit in separate **sealed** envelopes to the attention of ‘The Procurement Department’ 1-E, Ali Plaza, D Chowk, Mezzanine Floor, Naziumudin Road, Blue Area, Islamabad, Pakistan.

The proposal should also be sent to the following email address: [**procurement@karandaaz.com.pk**](mailto:procurement@karandaaz.com.pk) with the subject line: Responding to RFP for “Third Party Monitoring of Karandaaz Project”.

The Proposal shall contain no alterations or additions, except those to comply with instructions issued by Karandaaz Pakistan, or as necessary to correct errors made by the firm, in which case such corrections shall be initialled by the person or persons signing the Proposal.

1. **Deadline for Submission of Proposals**

Proposals must be received by Karandaaz Pakistan no later than close of business on 23rd January, 2019.

Karandaaz Pakistan may extend the deadline for submission of proposals by issuing an amendment in accordance with point 8 ‘Amendment of RFP’, in which case all rights and obligations of Karandaaz

Pakistan and the firms previously subject to the original deadline shall then be subject to the new deadline.

1. **Late Proposals**

Any Proposal received after the closing date and time by Karandaaz Pakistan will be considered only at the discretion of the evaluation team.

1. **Withdrawal, Substitution, and Modification of Proposals**

Firms may withdraw, substitute or modify their proposals by giving notice in writing before the deadline for submission of proposals prescribed in point 16 ‘Deadline for Submission of Proposal’ of this section.

Each firm’s withdrawal, substitution or modification notice shall be prepared, sealed, marked, and delivered in accordance with point 15 ‘Format, Signing, and Submission of Proposals of Proposal’, with the subject line as: Responding to RFP for “Third Party Monitoring of Karandaaz Project- “WITHDRAWAL,” SUBSTITUTION” or “MODIFICATION” as appropriate. No Proposal may be substituted or modified after the deadline for submission of proposals.

**E. Proposal Opening and Evaluation**

1. **Proposal Opening**

Karandaaz Pakistan shall open the proposals, including modifications made pursuant to point 18, on the business day following the deadline, as per point 16.

1. **Confidentiality**

Information relating to the examination, evaluation, comparison, and post-qualification of proposals, and recommendation of contract award, shall not be disclosed to firms or any other persons not officially concerned with such process until publication of the contract award. Any effort by a firm to influence Karandaaz Pakistan in the examination, evaluation, comparison, and post-qualification of the Proposals or contract award decisions may result in the rejection of its Bid. Notwithstanding the above, from the time of proposal opening to the time of contract award, if any firm wishes to contact Karandaaz Pakistan on any matter related to the bidding process, it should do so in writing at the address indicated in point 7 ‘Clarification of RFP’.

1. **Clarification of Bids**

To assist in the examination, evaluation, and comparison of proposals, Karandaaz Pakistan may, at its discretion, ask any firm for clarification of the firm’s proposal. The request for clarification and the response shall be in writing, but no change in the price or substance of the proposal shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered by Karandaaz Pakistan in the evaluation of the proposals in accordance with point 25 ‘Correction of Errors’.

1. **Preliminary Examination of Proposals**

Prior to the detailed evaluation of proposals, Karandaaz Pakistan shall first review each Proposal and check the power of attorney or any other form demonstrating that the representative has been duly authorized to sign the proposal, initialization of all pages, etc.

1. **Determination of Firm’s Eligibility and Qualifications**

Then Karandaaz Pakistan shall determine whether the firm meets the eligibility and qualification requirements of the bidding documents. Firms failing to comply with the eligibility criteria indicated in point 3 ‘Eligibility’ shall be disqualified.

Further, Karandaaz Pakistan shall determine whether the proposal is substantially responsive to the requirements of the bidding documents.

Karandaaz Pakistan’s determination of a proposal’s responsiveness is to be based on the contents of the proposal itself. A substantially responsive proposal is one, which conforms to all the terms, conditions, and specifications of the RFP, without material deviation or reservation. A material deviation or reservation is one (a) which affects in any substantial way the scope, quality, or performance of the service; (b) which limits in any substantial way, inconsistent with the RFP, Karandaaz Pakistan’s rights or firm’s obligations under the contract; or (c) whose rectification would affect unfairly the competitive position of other firms presenting substantially responsive Proposals.

1. **Evaluation of Technical Proposal**

Karandaaz Pakistan shall evaluate the technical aspects of the proposals received, applying the evaluation criteria specified in this point. Each proposal that is not rejected for reasons stated in these Instructions will be given a technical score.

The evaluation criteria, relevant sub-criteria, and point system to be used to evaluate the Technical Proposals shall be:

Technical Proposal (80% of Total Score)

**a. Prior Experience of Firm (25%)**

The consultant should be able to demonstrate a strong background in program monitoring and financial reviews/ audits in financial inclusion/ SMEs domain in Pakistan. This will need to be evidenced through projects and assignments with financial institutions and small and growing businesses, with preference for DFID funded programs. More specifically the consultant is required to demonstrate experience in:

* Data collection from SMEs and women led businesses.
* Conducting financial review/ audits of SMEs
* Program monitoring/ advisory services for small businesses especially in donor funded programs.
* Working with women entrepreneurship eco-system in Pakistan.

**b. Proposed Project Team (30%)**

Proposed project team lead and key members will be required to demonstrate expertise in:

* Impact results measurement, particularly in SMEs sector.
* Program monitoring of donor funded programs and demonstrate expertise and knowledge of small scale women led businesses, seed capital financing options, financial record keeping and reporting requirements for small and growing businesses.
* Data analysis and report writing, the consultant may be required to extrapolate the results data for whole dataset based on the results collected from sample.

The consultant will be responsible to obtain commitment of key team members and ensure that the stated team is deployed till the end of the project. Any change in team lead or key team members will require approval from KRN and shall be backed by reasonable justifications.

**c. Proposed Approach (25%)**

The consultant will be required to propose monitoring approach for all of the aforementioned monitoring activities, i.e. in-field data collection on development results; monitoring of small investments in women led businesses; and surveys and studies.

**Firms scoring less than 50% on the technical evaluation will not qualify for financial evaluation.**

1. **Correction of Errors**

Proposals determined to be substantially responsive shall be checked by Karandaaz Pakistan for any arithmetic errors. Errors shall be corrected by Karandaaz Pakistan as follows:

Where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern.

The amount stated in the proposal shall be adjusted by Karandaaz Pakistan in accordance with the above procedure for the correction of errors and, with the concurrence of the firm, shall be considered as binding upon the firm. If the firm does not accept the corrected amount, the proposal shall be rejected.

1. **Currency for Price Evaluation**

For evaluation and comparison purposes, Karandaaz Pakistan shall convert all proposal prices expressed in US Dollars into an equivalent amount in PKR, using the selling exchange rates established by the State Bank of Pakistan on the date of proposal opening specified in point 19 ‘Proposal Opening’.

1. **Evaluation of Proposal Price and Ranking :**

Financial Proposal (20% of Total Score)

Karandaaz Pakistan will sign a blanket contract for an initial period of 3 months, which is expected to be extended beyond initial period. The budget for each activity will be agreed at the time of commencement of activity and costs will be determined based on broader parameters defined in the contract.

For purposes of financial proposal, the consultant will be required to propose a unit cost for data collection from SMEs on development results, grant monitoring and quality assurance services separately. This unit cost will be used to determine total budget for each activity that will be agreed between KRN and the consultant through specific scope of work. Therefore it must be proposed separately for each activity as tabulated below.

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Activity** | **Unit** | **Unit Cost in PKRs**\* |
|  | Data collection from SMEs on development results (per SME) | SME | To be proposed |
|  | Post-investment monitoring of Karandaaz investments in women-led businesses (per SME) | SME | To be proposed |
|  | Quality assurance of different surveys and studies (per day) | day | To be proposed |

\* The consultant will be required to provide a detailed breakdown/ basis for proposed unit costs separately and shall include all related costs. For example, costing of data collection from one SME shall include costs of the project manager, analysts, field enumerators etc. Similarly, the unit cost of

Post-investment monitoring of Karandaaz investments in women-led businesses should include costs of the technical resource as well.

The financial proposal must include all **expenses, fees and applicable taxes** related to the assignment. Out-of-pocket expenses (if required) will have to be shown separately and will be capped at 15% of total agreed budget.

Cost proposals submitted will be evaluated according to price reasonableness determination under full and open competition and known market conditions.

Evaluation of the cost proposal will consider, but will not be limited to, the following:

* Cost reasonableness;
* Consistency with the technical proposal;

20 points will be awarded to the lowest responsive bidder while rest of the bids will be allocated points according to following formula:

Points of a Bidder = (P1/ P2)\* 20

Where:

P1= Price of Lowest Responsive Bidder

P2= Price of the Bidder

**F. Award of Contract**

1. **Award Criteria**

Subject to 31 below, Karandaaz Pakistan shall award the contract to the firm whose proposal has been determined to be substantially responsive to the RFP and which has the highest combined technical and financial score, provided that such firm has been determined to be eligible in accordance with point 3.

1. **Karandaaz Pakistan’s right to accept Any proposal and to reject any or all proposals**

Notwithstanding point 28 above, Karandaaz Pakistan reserves the right to accept or reject any proposal, and to cancel the bidding process and reject all bids, at any time prior to the award of contract, without thereby incurring any liability to the affected firm or firms or any obligation to inform the affected firm or firms of the grounds for Karandaaz Pakistan’s action.

1. **Notification of Award and Signing of Agreement**

The firm whose Proposal has been accepted shall be notified of the award by Karandaaz Pakistan prior to expiration of the proposal validity period in writing. This letter (hereinafter and in the contract called the “Letter of Acceptance”) shall state the sum that Karandaaz Pakistan shall pay the contractor in consideration of the services as prescribed by the contract.

The Agreement shall incorporate all agreements between Karandaaz Pakistan and the successful firm. It shall be signed by Karandaaz Pakistan and sent to the successful firm, within seven (7) days following

the Letter of Acceptance’s date. Within seven (7) days of receipt, the successful firm shall sign the Form of Agreement and deliver it to Karandaaz Pakistan.

Karandaaz Pakistan will also promptly notify in writing each unsuccessful firm. After publication of the award, unsuccessful firms may request in writing to Karandaaz Pakistan seeking explanations of the grounds on which their Proposals were not selected. Also, Karandaaz Pakistan shall entertain a complaint from any firm that claims to have suffered or that may suffer, loss or injury due to a breach of a duty by the company in the conduct of this bidding process. Such requests shall be addressed on below mentioned email ID:

**proccomplaint@karandaaz.com.pk**.

**SECTION 3. PROCUREMENT POLICY – VENDOR CONDUCT**

1. **Corrupt or fraudulent practices**

Bidders, suppliers, contractors and their agents (whether declared or not), sub-contractors, sub-consultants, firms or suppliers, and any personnel thereof, shall observe the highest standard of ethics during the procurement and execution of contracts.

Karandaaz Pakistan shall not award contract if it is determined that the bidder, or any of its personnel, or its agents, or its sub-consultants, sub-contractors, firms, suppliers and/or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question. As part of bidding/ solicitation documents, Karandaaz Pakistan will seek declaration of ‘Non collusive non corrupt practices’ from each bidder. Format for such declaration is prescribed in section 3 of the standard bidding document. In pursuance of this policy, following terms are defined as follows:

1. “Corrupt practice” is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
2. “Fraudulent practice” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
3. “Collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
4. “Coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
5. “Obstructive practice” is deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation.
6. **Avoidance of conflict of interest**

Any firm participating in the procurement process should disclose any actual or perceived conflict of interest situation/condition. Any firm found to have a conflict of interest shall be ineligible for award of a contract.

A firm shall be considered to have a conflict of interest in a procurement process if:

1. Such firm is providing goods, works, or non-consulting services resulting from or directly related to consulting services for the preparation or implementation of a project that it provided or were provided by any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm; or
2. Such firm submits more than one bid, either individually or as a joint venture partner in another bid, except for permitted alternative bids. This will result in the disqualification of all bids in which the bidder is involved. However, this does not limit the inclusion of a firm as a sub-contractor in more than one bid. Only for certain types of procurement, the participation of a bidder as a sub-contractor in another bid may be permitted subject to the company’s no objection and as allowed by the standard bidding documents applicable to such types of procurement; or
3. Such firm (including its personnel) has a close business or family relationship with a professional staff of the company who: (i) are directly or indirectly involved in the preparation of the bidding documents or specifications of the contract, and/or the bid evaluation process of such contract; or (ii) would be involved in the implementation or supervision of such contract unless the conflict stemming from such relationship has been resolved in a manner acceptable to the company throughout the procurement process and execution of the contract; or
4. Such firm does not comply with any other conflict of interest situation as specified in the standard bidding documents relevant to the specific procurement process.
5. **Duty of care**

The supplier in performance of services for Karandaaz Pakistan shall exercise duty of care. Duty of care holds the supplier responsible for the safety and well-being of its personnel and any third party affected by its activities.

**SECTION 4. TERMS OF REFERENCE**

**Thematic Area**: Monitoring, Evaluation and Learning

**Project Title:** Third Party Monitoringof KRN Projects

**Expected Start Date:** April 2019

**End Date:** June 2019 (extendible beyond initial period of 3 months)

**Task Manager:** Hasnat Ashraf - Manager MEL

**About Stakeholders**

**KARANDAAZ PAKISTAN**, a not-for-profit company established in 2014 and registered with the Securities and Exchange Commission of Pakistan under section 42, is promoting access to finance for small businesses through commercially directed investments and financial inclusion of individuals. Karandaaz has financial and institutional support from leading international development finance institutions; principally the United Kingdom Department for International Development (DFID) and the Bill & Melinda Gates Foundation.

Karandaaz Pakistan operates through four program verticals:

1. **Karandaaz Digital**: Provides technical assistance and services to promote financial inclusion through technology enabled solutions. Karandaaz Digital is working with national regulators, public agencies, private corporations, and technology entrepreneurs to strengthen national payments infrastructure, digitizing government to people payments, corporate supply chains, and supporting FinTech innovation in Pakistan.
2. **Karandaaz Capital**: Provides growth capital through credit facilities and private equity investments in small and medium size enterprises (SMEs) with the objective of generating commercial financial returns for Karandaaz and support broad-based employment generation in Pakistan.
3. **Karandaaz Knowledge Management and Communication**: Develops and disseminates evidence-based insights and solutions to inform the core themes of the company, including innovation, women entrepreneurship and youth, and to influence the financial eco-system to promote financial inclusion in Pakistan. Regulatory and Policy analysis and advocacy to address the remaining policy barriers to digital financial inclusion is part of KMC.
4. **Karandaaz Innovation**: Innovation Challenge Fund (ICF) running under Karandaaz Innovation provides risk capital and grants to partners with an aim to generate innovative yet practicable solutions for solving complex problems in areas of financial inclusion and entrepreneurship. The Fund is especially focused on addressing stubborn barriers faced by SMEs, women and youth in accessing appropriate financial services and participating in the economy.

**About the Project**

The MEL unit at KRN is required to monitor on-going projects through on-site visits and collect data from Karandaaz beneficiaries to track development outcomes. Generally, the scope of monitoring activities is determined by the programme Logframe and Results Framework, as well as Board and management’s information needs. Currently there are three types of interventions that require on-site monitoring. These are:

*Data collection from SMEs on development results*: Karandaaz has been providing growth capital for SMEs through partner financial institutions. As of November 2018 KRN has enabled access to finance through three partners to over 650 SMEs spread across Pakistan, but mainly in Punjab and Sindh. Over the coming year, the number of partnerships and the number of SMEs financed through KRN interventions is expected to double.

Karandaaz needs to track development impact at the level of beneficiary SMEs. Development impact relates to the growth in revenue and number of jobs supported through its financing in the beneficiary SMEs. These results are tracked through bi-annual in-field data collection from SMEs on a sample basis. The broad scope of data and analysis covers incremental revenue and jobs supported (direct, indirect, full time, part time, women and youth) and profile of the businesses (small, medium or large enterprise, economic sector, location).

*Post-investment monitoring of Karandaaz investments in women-led businesses:* To foster growth of women led businesses, Karandaaz is providing risk capital in the form of convertible debt (average ticket size between PKR 10-20 million) and grant support. So far investments to four women-led businesses in Lahore and Karachi have received this funding and it is expected that another 6-8 businesses will receive funding by March 2019. KRN is required to periodically monitor the funds utilization, review accounting records maintained by the grantees/ investees, provide requisite handholding to develop and maintain accounting records (if required), review of the reports on milestones, key performance indicators and identify non-compliance with contractual and business requirements as agreed between KRN and the businesses.

*Quality assurance of different surveys and studies:* Different surveys and studies are undertaken across Karandaaz’s operations. The MEL is occasionally required to provide support to other program units for quality assuring services of third-party consultants undertaking these studies and surveys.

KRN is seeking services of a consulting firm that can provide services across all three areas mentioned above. KRNwill sign a blanket contract with the consulting firm and will commission assignments on a needs basis against a specific scope of work. The initial period of contract will be 3 months and is expected to be extended by another year. At start of each quarter, MEL will work with the consultant to schedule activities to be conducted during quarter. Depending upon the scope of work, sample size and number of days of work required, the budget for each activity will be agreed between KRN and the consultant prior to its commencement. This budget will be in line with the terms of the blanket contract initially agreed between KRN and the consultant.

**Deliverables**

For each assignment a detailed scope of work will be developed and shared with the consultant. For most assignments, the consultant will need to undertake the following:

Phase 1 - Inception meeting with KRN on project plan and budget.

Phase 2 - develop and finalize data collection/ grant monitoring or survey tools and work plans in consultation with KRN and provide trainings to field staff.

Phase 3 - Data collection, collation and analysis: MEL and the consultant will work closely on sample selection and KRN will provide requisite facilitation to coordinate with SMEs, women led businesses and project partners.

Phase 4 - Report: After requisite data collection and analysis, the consultant will draft a report and submit it to KRN for comments. The consultant will submit final report after incorporating changes suggested by KRN. The final report will also include normalized survey data collected from field. Number of iterations will depend on the quality of the draft report.

The consultant is expected to be practical and sensitive to the socioeconomic, technical and budgetary capacity of small firms to collect and report data to Karandaaz, as well as to the confidentiality requirements of large financial institutions, telcos, fintechs, apex corporates, and SMEs for sharing data with Karandaaz. In instances where real data may not be available, the consultant will be required to design and employ extrapolation and triangulation measures to generalize results and obtain reliable data. All such exercises will be vetted by the Karandaaz Pakistan MEL team prior to implementation.

**Qualifications & Experience**

The consultant should meet the following criteria:

* Demonstrated ability for conducting in field surveys on development impact results. Preference will be given to the firms that have demonstrated data collection experience in the financial sector/ SMEs landscape of the country. Previous program monitoring and development impact survey experience on DFID funded programmes, or IFC and World Bank funded programmes on financial inclusion will be an advantage.
* Demonstrated ability to review financial records, review contractual and regulatory compliance and provide handholding on book keeping and back office operations to small businesses (if required).
* Demonstrated ability to mobilize enumerators and in-field teams, including female enumerators, across the country at short notice. Preference will be given to firms that have national geographical presence or has ability to reach out all major economic hubs of the country.
* Demonstrated ability to mobilize teams with relevant skillsets i.e. i) post investment monitoring of small businesses/ SMEs; ii) enumerating for data collection on impact results; iii) data analysis for collation, triangulation and report writing etc.
* Demonstrated knowledge/ experience of financial inclusion, challenge funds, monitoring and evaluation and donor funded assessments etc.
* Have valid registration certificate/ license and a valid NTN.

**Ownership/Control of Work and Product/Publication**

All information collected during the research will be the sole property of Karandaaz Pakistan and cannot be shared, used or reproduced for any purpose without prior permission. Thus all information collected must be clearly documented, retained and transferred to KRN at conclusion of the project.

**Task Manager/Reporting**

Manger MEL

**Payment**

Karandaaz will pay the Contractor’s invoice within thirty (30) business days after a) Karandaaz’ approval of the Contractor’s Deliverables, or b) Karandaaz’ receipt of the Contractor’s invoice, whichever is later. Payment will be made in PKR on USD, as agreed, to the account specified in the Contractor’s invoice. All payments shall be made after deliverable approval by the concerned departments.

For each activity, KRN will make payments as per the following schedule:

|  |  |
| --- | --- |
| Phase 2 deliverables successfully completed | 50% of the agreed budget for the activity |
| Phase 4 deliverables successfully completed | 50% of the agreed budget for the activity |

**PROPOSAL SUBMISSION FORM**

Dear Sir/Madam,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, “THE FIRM NAME” undersigned, offer to provide consulting for “INSERT REFERENCE NUMBER” to Karandaaz Pakistan in accordance with the Price Schedule attached herewith and made part of this proposal. “THE FIRM NAME” undertake, if our proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

“THE FIRM NAME” agree to abide by this proposal for a period of 90 days from date fixed for opening of proposal in the invitation for proposal, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept any proposal you may receive.

Dated: this------day of -------2019.

**Name, Designation and Signature of the “firm Representative”**