

**MANDATORY ELIGIBILITY CRITERIA** This information is mandatory. Organization submitting EOJ must furnish all mentioned documents in reference to requirements. Failing to provide any requirement below will be resulted in disqualification (Please note that the submitted EOJ will be treated as a final document and PPAF shall not ask for any additional information in this regards)

| Requirement                      | Reference  | Documentation to be submitted  |
|----------------------------------|--|--|
| Registration                     | The organization must be registered under one of the existing registration laws of Pakistan. Organizations must be registered under the Voluntary Social Welfare Agency Ordinance 1961, the Societies Registration Act 1860, or Section 42 of the Companies Ordinance 1984.  | Attested/certified original copies of the organization registrations   |
| Tax registration and tax payment | Tax registration document and evidence of clearance of taxes for the last 3 years.   | Attested copies of the tax registration and attested copies of tax payments or clearance documents. In the event the organisation is tax exempted, then attested documentation to this effect should be submitted.   |
| Financial Statement              | Audited Financial Statement of the Organization for the last 3 fiscal year in sequence starting last fiscal period   | Attested copies of the audited financial statements for each past 3 fiscal year in sequence starting from last fiscal year   |
| Sanctions                        | The Organization should provide a self declaration that the organization, its members of the board of director (governance body) and its core management team is not sanctioned or is currently in the process of being sanctioned by Government of Pakistan (include department/agency sanctions and provincial authority sanctions) and any international donor agencies.  | One single self declaration on bond paper by the authorized representative. Standard language should used by all organization based on the template to be provided by PPAF   |
| Civil and Criminal Litigations   | The Organization should provide a self declaration that the organization, its members of the board of director (governance body) and its core management team have not been and are not current under any civil or criminal litigation for any prohibited practices. Organization should also disclose previous and ongoing civil or criminal litigation in the event of any sanctioned by Government of Pakistan (include department/agency sanctions and provincial authority sanctions) and any international donor agencies. The Organization shall not be under litigation on financial matters with PPAF and/or have dues outstanding to PPAF. | One single self declaration on bond paper by the authorized representative. Standard language should used by all organization based on the template to be provided by PPAF. In the event of any past ongoing civil or criminal litigation, self declaration should include declaration language to be modified to include the list of past and ongoing litigations which will be assessed and accepted based on the risk such past and ongoing litigation poses. |

| QUALIFICATION CRITERIA                       | Organization meeting the Eligibility Criteria will be assessed further to determine its capacity and experience  | Max. Marks   |  |
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| Management Team Qualification and Experience | .Points will be allocated on presence of these functions in the organization.  | 25   |  |
|  | .Signed CVs of Core Management Team (CEO, Programme Director, Finance Director, M&E Director, Internal Auditor)<br>.Organogram of the organization   | 5 marks for one core management team member and the marks will be allocated. |  |
| Experience                                   | Financial value of Projects/Programmes (Livelihoods/Microfinance/Social Mobilization/Capacity building) undertaken in last three years (In Pak Rupees) in NPGP districts/province. (July 2015 - June 2018) | 15   | Total financial turnover in last three financial years (July 2015 - June 2018):<br>Over 600 million Pak Rupees = 15 marks<br>Between 600 to 400 million Pak Rupees = 10 marks<br>Between 400 to 200 million Pak Rupees = 5 marks<br>Below 200 million Pak Rupees = 3 marks   |
|  | Presence in NPGP districts during past five years (January 2013 - December 2018)   | 25   | Present in NPGP district with coverage of more than 70% of UCs for last five years or more = 25 marks<br>Present in NPGP district with coverage between 50-70% of UCs for last five years = 15 marks<br>Present in NPGP district with coverage less than 50% of UCs for last five years = 10 marks<br>If, not in NPGP district = 0 marks |
|  | Experience of implementation of livelihoods and microfinance programmes in past five years (January 2013 - December 2018)  | 30   | Asset transfers = 1 mark/100 assets transfer with a maximum of 10 marks (last 5 years)<br>Technical and vocational skills training = 1 marks/50 individuals with a maximum of 10 marks (last 5 years)<br>Microfinance/ projects = 2 marks/year of microfinance programme with a maximum of 10 marks                                      |
|  | Experience of implementation of social mobilization/institutional development programme in past five years (January 2013 - December 2018)  | 5  | Over 200 Village and UC level community institutions = 5 marks<br>Between 150-200 village and UC level community institutions = 3 marks  |

**Note: Organizations meeting eligibility requirement and scoring minimum 70 and above marks will be shortlisted and top three ranked organizations (In case of more than three organizations obtain more than 70%) in a particular cluster will be invited for public opening of Financial proposals.**