

## INSTRUCTIONS AND LIST OF DOCUMENTS REQUIRED TO BE SUBMITTED AS PART OF EXPRESSION OF INTEREST

Criterion	Benchmark	Documents to be submitted	Remarks/ Guidelines
Registration with Government	Must be registered under one of the existing registration laws of Pakistan. Preference will be given to organizations registered under the Voluntary Social Welfare Agency Ordinance 1961, the Societies Registration Act 1860, or Section 42 of the Companies Ordinance 1984	1. Valid organization registration certificate	
District Selection	The organization should be able to demonstrate adequate capacity to work in the target NPGP districts. Preference will be given to organizations who have worked in the target districts.	2. District Selection (Filled Form No. 1)	Applicant organizations will select all those districts where they have the required capacity to implement the project. This capacity should be demonstrated by submitting project sheets of relevant projects in selected districts.
Relevant Past Experience	Must have a proven track record of at five two years in the areas of: <ul style="list-style-type: none"> <li>- Social mobilization;</li> <li>- Livelihood enhancement &amp; enterprise development;</li> <li>- Community-based Financing (Working with communities)</li> <li>- Asset Transfer</li> </ul>	3. List of Projects (Filled Form No. 2) 4. Project Sheets (Filled Form No. 3) 5. Certificate of Satisfactory Performance from previous donors/ funding agencies/ clients	Separate project sheet needs to be filled for each relevant project to demonstrate organization's capacity and past experience. Applicants can submit as many project sheets as they wish.  Those organizations with expertise in one of these thematic areas can apply for their particular area of expertise and then bring in others with the required expertise to carry out the other relevant components.
Transparent accounting systems	Must have a proper accounting, external auditing and internal controls system, in accordance with the relevant laws of its registration. The accounting system must be supported by balance sheets and profit and loss account statements or income and expenditure statements with the minimum	6. Signed Audited Financial Statements of last three years	The audited financial statement should be duly signed and stamped by the auditing agency.

	requirement of a cash-book supported by a bank statement.		
Strong governance structure	The organization should have good and strong governance and management structure	7. Organization's organogram 8. Signed CVs of Core Management Team (CEO, Programme Director, Finance Director, M&E Director, Internal Auditor)	
Non-blacklisting Status  Non-exclusionary nature of organization	I. The organization should not be blacklisted by any government department and PPAF II. The organization shall not be political, discriminatory, ethnic, sectarian or exclusionary in nature	9. Signed Declaration and Undertakings	Please use template provided on the website

### ADDITIONAL INSTRUCTIONS

#### **Other considerations**

- The sources of present funding should be transparent and the structure of governance must be democratic.
- Those organizations with expertise in social mobilization or livelihoods can apply for their particular expertise area and then bring in others with the required expertise to carry out the other relevant components.
- The Implementing Partner must have acquired or be able to acquire government NOCs for implementing the project in the specific areas it has selected.

**Project Sheets:** All project sheets are to be numbered starting from 1. The project sheet number needs to be inserted in the 'Geographic Outreach Form' in front of the district of preference. Organizations can submit as many project sheets for relevant work in the targeted geographic area as possible to get higher evaluation scores.

**Declarations and Undertakings:** Declarations and undertakings need to be printed on organization's official letterhead and should be duly stamped & signed.

**EOI Submission:** Complete EOI submission packages must be sent in hard copy to PPAF as per the date and time mentioned in the advertisement

ADDRESS:

Manger Procurement  
Pakistan Poverty Alleviation Fund  
Plot # 14, Street # 12, G-8/1, Mauve Area, Islamabad, Pakistan