REQUEST FOR EXPRESSIONS OF INTEREST

(CONSULTING SERVICES – FIRMS SELECTION)

**Country: Pakistan**

**Projects: 1) Restoring Social Services and Climate Resilience, 2) Building Climaate Resilience through Rehabilitation/Reconstruction of Green Infrastructure in Flood Affected Areas of Punjab and Khyber-Pakhtunkhwa, and 3) Rehabilitation of Disaster Affected Districts of Gilgit-Baltistan.**

**Assignment Title: Hiring of a firm for Capacity Building and Awareness for Evolving Local Leadership for Community Resilience in Disaster Risk Management and Climate Action**

Pakistan Poverty Alleviation Fund (PPAF) is the premier apex institution dedicated to lifting the poor out of poverty through community-driven development across Pakistan. Established in February 1997 as a not-for-profit company under Section 42 of the Companies Ordinance 1984 (now Companies Act 2017), PPAF’s mission is to transform the lives of the impoverished, fostering a more equitable and prosperous Pakistan.

PPAF receives funding from the Government of Pakistan, and prominent international donors, and also utilizes its own resources to design and implement projects and initiatives that focus on climate-resilient infrastructure, green growth and energy, health, education, livelihoods, financial inclusion, and disaster resilience at the grassroots level. These interventions are implemented through PPAF's network of partner civil society organisations.

PPAF is committed to building and enhancing the capacity of its partner organisations to improve social mobilisation and to promote the values of inclusion, participation, accountability, transparency, and stewardship. Through these efforts, PPAF aims to create sustainable and empowered communities, significantly contributing to the nation’s long-term development and stability.

For a complete profile, please visit our website at [www.ppaf.org.pk](http://www.ppaf.org.pk/)

PPAF intends to engage the services of a firm to enhance knowledge and capacity of local government officials, elected representatives, community resource persons, and partner organisations that would contribute to community resilience - a key component for achieving results across the above-mentioned three projects. The consultancy will enhance the capabilities of local government officials, community leaders, and partner organisation staff to effectively manage and respond to climate-related challenges. Specifically, the consultancy aims to implement practical, hands-on training and workshops designed to improve disaster preparedness, foster community leadership, and facilitate knowledge sharing on climate adaptation strategies.

The PPAF invites eligible consulting firms to indicate their interest and capability for providing the Services. Interested Consulting firms should provide information demonstrating the required qualifications and relevant experience against the following criteria:

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| **Evaluation Criteria** | | | |
| **Criteria** | **Benchmarks** | **Allocated Points** | **Max No. of Pages** |
| 1. **Registration with Government** | The firm should be registered and operating in Pakistan for at least 5 years. The certificate of incorporation or the certificate of commencement of business would be evaluated for this purpose. They should also have valid and updated NTN certificate. | 10 | 2 |
| 1. **Relevant Experience** | The firm should have a minimum of five years of experience in the field of capacity building, training, disaster risk management, and climate change adaptation. (10 marks)  Demonstrated experience in successfully managing and executing similar assignments, particularly those involving community engagement, workshop facilitation, and stakeholder coordination in diverse settings. (10 marks)  Proven track record in developing and implementing training curriculums tailored to the needs of different target groups, especially in rural or disaster-prone areas. (05 marks)  Capability to conduct thorough needs assessments using both qualitative and quantitative research methods. (05 marks)  Deep understanding of community-based disaster risk management, climate change adaptation and mitigation, and local capacity building. (05 marks)  Experience with electronic data collection methods and advanced data analysis skills to inform training needs and evaluate project impact. (05 marks)  Experience in mobilising and working collaboratively with a range of stakeholders including government officials, community leaders, NGOs, and local institutions (05 marks)  Experience in analyzing the gathered data and preparing a comprehensive report, identifying awareness, knowledge, capacity, skills/training gaps, and suggesting interventions (05 marks) | 50 | 10 |
| 1. **Geographical Spread/ Logistical Capabilities** | Have presence/capacity to undertake multiple trainings parallel in 19 project districts all across Pakistan. (05 marks)  Ability to manage resources efficiently and handle logistics for multiple simultaneous events across 19 project districts. (05 marks)  Flexibility to adapt methodologies and workshop content based on feedback and changing assignment requirements. (05 marks) | 15 | 5 |
| 1. **Monitoring and Evaluation** | Established systems for monitoring and evaluating training effectiveness, stakeholder engagement, and overall success. (05 marks)  Capacity to incorporate feedback into ongoing project activities to enhance effectiveness and achieve desired outcomes. (05 marks) | 10 | 5 |
| 1. **Associated Human Resources** | Provide detailed profiles (Qualification, overall experience, relevant experience, relevant skills) of at least 05 key staff directly associated with the assignment. (10 marks)  Provide organogram of the organization. (05 marks) | 15 | 10 |

The firm(s) who would qualify the above criteria would be considered for next step i.e. Short listed firm(s) will be invited to submit the technical and financial proposal for the assignment.

It is required that consulting firm provide professional, objective, and impartial advice and at all times hold the client’s interests paramount, without any consideration for future work, and that in providing advice they avoid conflicts with other assignments and their own corporate interests. Consulting shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of being unable to carry out the assignment in the best interest of the Borrower.

A Consulting firm will be selected in accordance with the procedures set out in the PPAF *Guidelines: Fixed Budget Method (FBS)*. The total budget for the assignment is PKR 26 million inclusive of all applicable taxes, levies, and out-of-pocket expenses.

Interested firms may obtain further information at the address given below or via email address “[*sohaib@ppaf.org.pk*](mailto:sohaib@ppaf.org.pk)” during office hours (0900-1700 hours) from Monday through Friday.

Sealed Expression of Interest (EOI) must be delivered to the address below, clearly mentioning the title of the assignment **“Hiring of a firm for Capacity Building and Awareness for Evolving Local Leadership for Community Resiliene in Diaster Risk Management and Climate Action**”, no later than 1700 hrs on **19th December 2024.**

**Procurement Section**

Pakistan Poverty Alleviation Fund (PPAF)

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