

**Directorate General Health Services Khyber Pakhtunkhwa
(Public Health Section)**



REQUEST FOR PROPOSAL

For

**HIRING CONSULTANCY SERVICES FOR TRAINING
MANAGEMENT SERVICES FOR MENTAL HEALTH &
PSYCHOSOCIAL SUPPORT PROJECT**

Funded by UNICEF

November 02, 2018

**Public Health Section,
2nd Floor Directorate General Health Services Khyber Pakhtunkhwa,
Khyber Road, Peshawar
Phone No.091-9213193 - 091-920851**

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Preface

This Request for Proposals (RFP) has been prepared by the Public Health Section of Directorate General Health Services Khyber Pakhtunkhwa, in collaboration with Procurement Cell of Directorate General Health Services Khyber Pakhtunkhwa; and is based on the Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Act 2012, Khyber Pakhtunkhwa Public Procurement of Goods, Works and Services Rules, 2014, and Request for Proposal document notified by KPPRA via notification No.KPPRA/M&E/SBDs/1-1/2015 dated May 03, 2016.

Section 1: Letter of Invitation

RFP No. xxxxxx/PH

Peshawar November 02, 2018

Dear Sir/Madam,

1. The office of the Director Public Health, Directorate General Health Services Khyber Pakhtunkhwa (hereinafter called “Procuring Entity”) now invites proposals to provide the Training Management Services during the year 2018-19. More details on the services are provided in the Terms of Reference.
2. A firm will be selected under Quality and Cost Based Selection and procedures described in this RFP, in accordance with the Khyber Pakhtunkhwa Public Procurement Regulatory Authority Rules 2014.
3. The RFP includes the following documents:
 - Section 1 - Letter of Invitation
 - Section 2 - Instructions to Consultants & General Conditions of Contract (including Data Sheet)
 - Section 3 - Technical Proposal - FTP Standard Form
 - Section 4 - Financial Proposal - Standard Form
 - Section 5 - Terms of Reference
 - Section 6 - Standard Form of Contract

Yours sincerely,

Dr. Shaheen Afridi
Director Public Health
Directorate General Health Services Khyber Pakhtunkhwa Peshawar
Phone: 091-9210851
Email: publichealthkp@gmail.com

Section 2. Instructions to Consultant

Definitions

- (a) “Procuring Entity (PE)” means the department with which the selected Consultant signs the Contract for the Services.
- (b) “Consultant” means a professional who can study, design, organize, evaluate and manage projects or assess, evaluate and provide specialist advice or give technical assistance for making or drafting policies, institutional reforms and includes private entities, consulting firms, legal advisors, engineering firms, construction managers, management firms, procurement agents, inspection agents, auditors, international and multinational organizations, investment and merchant banks, universities, research institutions, government agencies, nongovernmental organizations, and individuals
- (c) “Contract” means an agreement enforceable by law and includes General and Special Conditions of the contract.
- (d) “Data Sheet” means such Part of the Instructions to Consultants that is used to reflect specific assignment conditions.
- (e) “Day” means calendar day including holiday.
- (f) “Government” means the Government of Khyber Pakhtunkhwa.
- (g) “Instructions to Consultants” (Section 2 of the RFP) means the document which provides shortlisted Consultants with all information needed to prepare their Proposals.
- (h) “LOI” (Section 1 of the RFP) means the Letter of Invitation sent by the procuring Entity to the Consultant.
- (i) “Proposal” means the Technical Proposal and the Financial Proposal.
- (j) “RFP” means the Request For Proposal prepared by the procuring Entity for the selection of Consultants.
- (k) “Sub-Consultant” means any Person or entity to whom the Consultant subcontracts any Part of the Services.
- (l) “Terms of Reference” (TOR) means the document included in the RFP as Section 5 which explains the objectives, scope of work, activities, tasks to be Performed, respective responsibilities of the procuring Entity and the Consultant, and exacted results and deliverables of the assignment.

2. Introduction

2.1 The Procuring Entity named in the Data Sheet will select a consulting firm/organization (the Consultant) from those listed in the Letter of Invitation, in accordance with the method of selection specified in the Data Sheet.

2.2 The eligible Consultants (shortlisted if so) are invited to submit a Technical Proposal and a Financial Proposal, or a Technical Proposal only, as specified in the Data Sheet. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Consultant.

2.3 Consultants should familiarize themselves with rules / conditions and take them into account while preparing their Proposals. Consultants are encouraged to attend a pre-proposal conference if one is specified in the Data Sheet. Attending the pre-proposal conference is, however optional. Consultants may liaise with procuring Entity's representative named in the Data Sheet for gaining better insight into the assignment.

2.4 Consultants shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Procuring Entity reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultants.

2.5 Procuring Entity may provide facilities and inputs as specified in Data Sheet.

3. Conflict of Interest

3.1.1 Consultants are required to provide professional, objective, and impartial advice and holding the Procuring Entity interest Paramount. They shall strictly avoid conflict with other assignments or their own corporate interest. Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the Procuring Entity, or that may reasonably be perceived as having such effect. Failure to disclose said situations may lead to the disqualification of the Consultant or the termination of its Contract.

3.1.2 Without limitation on the generality of the foregoing, Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

- (i). A consultant that has been engaged by the procuring Entity to provide goods, works or services other than

Consulting services for a project, any of its affiliates, shall be disqualified from providing consulting services related to those goods, works or services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, any of its affiliates, shall be disqualified from subsequently providing goods or works or services other than consulting services resulting from or directly related to the firm's consulting services for such preparation or implementation.

(ii). A Consultant (including its Personnel and Sub Consultants) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant to be executed for the same or for another Procuring Entity.

(iii). A Consultant (including its Personnel and Sub Consultants) that has a business or family relationship with a member of the Procuring Entity's staff who is directly or indirectly involved in any Part of (i) the preparation of the Terms of Reference of the Assignment, the selection process for such assignment, or

Conflicting Relationships

(iii) supervisions of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved.

3.2 Government officials and civil servants may be hired as consultants only if:

- (i) They are on leave of absence without Pay;
- (ii) They are not being hired by the Entity they were working for, six months prior to going on leave; and
- (iii) Their employment would not give rise to any conflict of interest.

4. Fraud and Corruption

It is Government's policy that Consultants under the contract(s), observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, the Procuring Entity follows the instructions contained in Khyber Pakhtunkhwa Public procurement Rules 2014 which defines:

“ corrupt and fraudulent practices” includes the offering, giving, receiving, or soliciting, directly or indirectly of anything of value to influence the act of another Party for wrongful gain or any act or omission ,including misrepresentation, that knowingly or recklessly misleads or attempt mislead a Party to obtain a financial or other benefit or to avoid an obligation;

Under Rule 44 of KPPR 2014, “The PE can inter-alia blacklist Bidders found to be indulging in corrupt or fraudulent practices.

- Such barring action shall be duly publicized and communicated to the KPPRA. Provided that any supplier or contractor who is to be blacklisted shall be accorded adequate opportunity of being heard”.
5. Integrity Pact Pursuant to section 16(2)(3) of KPPRA Act 2012 Consultant undertakes to sign an Integrity Pact in accordance with prescribed format attached hereto for all the procurements estimated to exceed Rs. 2.5 million. (Annex- A)
6. Eligible Consultants
- 6.1 If short listing process has been undertaken through REOI, as outlined under Rule 25 and 26 of KPPR 2014 for the Contract(s) for which these RFP documents are being issued, those firms - in case of Joint Ventures with the same Partner(s) and Joint Venture structure - that had been pre-qualified are eligible.
- 6.2 Short listed consultants emerging from request of expression of interest are eligible.
7. Eligibility of Sub Consultants A shortlisted Consultant would not be allowed to associate with Consultants who have failed to qualify the short listing process.
8. Only One Proposal Shortlisted Consultants may only submit one proposal. If a Consultant submits or Participates in more than one proposal, such proposals shall be disqualified. Participation of the same Sub Consultant, including individual experts, to more than one proposal is not allowed.
9. Proposal Validity
- 9.1 The Data Sheet indicates Proposals validity that shall not be more than 90 days in case of National Competitive Bidding (NCB) and 120 days in case of International competitive Bidding (ICB). During this Period, Consultants shall maintain the availability of Professional staff nominated in the Proposal. The Procuring Entity will make its best effort to complete negotiations within this period. Should the need arise; however, the Procuring Entity may request Consultants to extend the validity period of their proposals. Consultants who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal, or in their confirmation of extension of validity of the Proposal, Consultants may submit new staff in replacement, who would be considered in the final evaluation for contract award. Consultants who do not agree have the right to refuse to extend the validity of their Proposals.

10. Clarification and Amendment in RFP Documents

10.1 Consultants may request for a clarification of contents of the bidding document in writing, and procuring Entity shall respond to such queries in writing within three calendar days, provided they are received at least eight calendar days prior to the date of opening of proposal. The procuring Entity shall communicate such response to all Parties who have obtained RFP document without identifying the source of inquiry. Should the PE deem it necessary to amend the RFP as a result of a clarification, it shall do so.

10.2 The Procuring Entity may amend the RFP five days before the closing date by issuing an addendum/ corrigendum in writing. The addendum shall be sent to all Consultants and will be binding on them. Consultants shall acknowledge receipt of all amendments. To give Consultants reasonable time in which to take an amendment into account in their Proposals the Procuring Entity may, if the amendment is substantial, extend the deadline for the submission of Proposals.

11. Preparation of Proposals

11.1 In preparing their Proposal, Consultants are exacted to examine in detail the documents comprising the RFP. Material deficiencies (deviation from scope, experience and qualification of Personnel) in providing the information requested may result in rejection of a Proposal.

11.2 The estimate number of professional staff months or the budget required for executing the assignment should be shown in the data sheet, but not both. However, proposal shall be based on the professional staff month or budget estimated by the consultant.

12. Language

The Proposal as well as all related correspondence exchanged by the Consultants and the Procuring Entity shall be written in English. However, it is desirable that the firm's Personnel have a working knowledge of the national and regional languages of Islamic Republic of Pakistan.

13. Technical Proposal Format and Content

13.1 While preparing the Technical Proposal, consultants must give Particular attention to the following:

- (i) If a consultant considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other firms or entities in a joint venture or sub-Consultancy, as appropriate. The international consultants are encouraged to seek the Participation of local consultants by entering into a joint venture with, or subcontracting Part of the assignment to, national

consultants.

(ii). For assignments on a staff-time basis, the estimated number of professional staff-months is given in the Data Sheet. The proposal shall, however, be based on the number of professional staff-months estimated by the firm. For fixed-budget-based assignments, the available budget is given in the Data Sheet, and the Financial Proposal shall not exceed this budget.

(iii) It is desirable that the majority of the key professional staff proposed be Permanent employees of the firm or have an extended and stable working relationship with it.

(iv).Proposed professional staff must, at a minimum, have the experience indicated in the Data Sheet, preferably working under similar geographical condition.

(v).Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) shall submitted for each position.

13.2 The Technical Proposal shall provide the following information using the attached Standard Forms (Section 3):

(i) A brief description of the consultant organization and an outline of recent experience on assignments (Section 3B) of a similar nature. For each assignment, the outline should indicate, *inter alia*, the profiles of the staff, duration of the assignment, contract amount, and firm's involvement.

(ii) Any comments or suggestions on the Terms of Reference and on the data, a list of services, and facilities to be provided by the PE (Section 3C).

(iii) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing (Section 3E).

(iv) CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal (Section 3F). Key information should include number of years working for the consultant and degree of responsibility held in various assignments during the last 05 years.

(v) Estimates of the total staff input (professional and support staff; staff time) needed to carry out the assignment, supported by bar chart diagrams showing the time proposed for each professional staff team member (Sections 3E and 3G).

(vi). A detailed description of the proposed methodology, work plan for Performing the assignment, staffing, and monitoring of training, if the Data Sheet pacifies training as a major component of the assignment (Section 3D).

(vi) Any additional information requested in the Data Sheet.

13.3. The Technical Proposal shall not include any financial information.

14. Financial Proposals

14.1 The Financial Proposal shall be prepared using the attached Standard Forms (Section 4). It shall list all costs associated with the assignment, including (a) remuneration for staff (in the field and at the Consultants' office), and (b) reimbursable expenses indicated in the Data Sheet (if applicable). Alternatively Consultant may provide their own list of cost. If appropriate, these costs should be broken down by activity. All activities and items described in the Technical Proposal must be priced separately; activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.

15. Taxes

15.1 The Consultant will be subject to all admissible taxes including stamp duty and service charges at a rate prevailing on the date of contract agreement unless exempted by relevant tax authority.

16. Submission, Receipt, and Opening of Proposals

16.1 Proposal shall contain no interlineations or overwriting. Submission letters for both Technical and Financial Proposals should respectively be in the format of TECH-1 of Section 3, and FIN-1 of Section 4. All Pages of the original Technical and Financial Proposals will be initialed by an authorized representative of the Consultants (Individual Consultant). The authorization shall be in the form of a written power of attorney accompanying the Proposal

16.2 All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs.

16.3 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "**Technical Proposal**" Similarly, the original Financial Proposal (if required under the selection method indicated in the Data Sheet) shall be placed in a sealed envelope clearly marked "**Financial Proposal**" followed by name of the assignment, and with a warning "Do Not Open With The Technical Proposal" If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.

16.4 The Proposals must be sent to the address indicated in the Data Sheet and received by the PE no later than the time and the date indicated in the Data Sheet, or any extension to this date. Any proposal received by the PE after the deadline for submission shall be returned unopened. In order to avoid any

delay arising from the postal or PE's internal dispatch workings, Consultants should ensure that proposals to be sent through couriers should reach a day before the deadline for submission.

17. Proposal Evaluation

17.1 From the time the Proposals are opened to the time the Contract is awarded, the Consultants should not contact the PE on any matter related to its Technical and/or Financial Proposal. Any effort by Consultants to influence the PE in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Consultants' Proposal.

Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

18. Evaluation of Technical Proposals

18.1 The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet. Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it fails to achieve the minimum technical score indicated in the Data Sheet.

In the case of Quality-Based Selection, Selection Based on Consultant's Qualifications, and Single-Source Selection, the highest ranked consultant or firm selected on a single-source basis is invited to negotiate its proposal and the contract on the basis of the Technical Proposal and the Financial Proposal submitted.

Public Opening and Evaluation of Financial Proposals: (LCS, QCBS, and Fixed Budget Selection Methods Only)

18.2 After the technical evaluation is completed, the PE shall notify in writing Consultants that have secured the Minimum qualifying marks, the date, time and location, allowing a reasonable time, for opening the Financial Proposals. Consultants' attendance at the opening of Financial Proposals is optional.

Financial proposals of those consultants who failed to secure minimum qualifying marks shall be returned unopened.

19. Evaluation of Financial Proposals

19.1 Financial Proposals shall be opened publicly in the presence of the Consultants' representatives who choose to attend. The name of the

Consultants and the technical scores of the Consultants shall be read aloud. The Financial Proposal of the Consultants who met the minimum qualifying mark will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded. Copy of the record shall be sent to all Consultants.

19.2 The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a Partial amount and the total amount, or between word and figures the formers will prevail. In addition to the above corrections, activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.

19.3 In case of Least Cost Selection LCS Method, the bid found to be the lowest evaluated bid shall be accepted.

19.4 In case of Quality and Cost Based Selection QCBS Method the lowest evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) indicated in the Data Sheet: $S = St \times T\% + Sf \times P\%$. The firm achieving the highest combined technical and financial score will be invited for negotiations.

19.5 In the case of Fixed-Budget and Quality Based Selection, the Procuring Entity will select the firm that submitted the highest ranked Technical Proposal.

20. Negotiations

20.1 Negotiations will be held at the date and address indicated in the Data Sheet. The invited Consultant will, as a pre-requisite for attendance at the negotiations, confirm availability of all Professional staff. Failure in satisfying such requirements may result in the PE proceeding to negotiate with the next-ranked Consultant. Representatives conducting negotiations on behalf of the Consultant must have written authority to negotiate and conclude a Contract.

21. Technical negotiations

21.1 Technical Negotiations will include a discussion of the Technical Proposal, the proposed technical approach and methodology, work plan, organization and staffing, and any suggestions made by the Consultant to improve the Terms of Reference. The PE and the Consultants will finalize the Terms of Reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Contract as “Description of Services”. Minutes of negotiations, which will be signed by the PE and the Consultant, will become Part of Contract Agreement.

22. Financial negotiations

22.1 If applicable, it is the responsibility of the Consultant, before starting financial negotiations, to contact the local tax authorities to determine the tax amount to be Paid by the Consultant under the Contract. The financial negotiations will include a clarification (if any) of the firm’s tax liability, and the manner in which it will be reflected in the Contract; and will reflect the agreed technical modifications in the cost of the services. Consultants will provide the PE with the information on remuneration rates described in the Appendix attached to Section 4 (i.e. Financial Proposal - Standard Forms of this RFP).

23. Availability of Professional staff/experts

23.1 Having selected the Consultant on the basis of, among other things, an evaluation of proposed Professional staff, the PE expects to negotiate a Contract on the basis of the Professional staff named in the Proposal. Before contract negotiations, the PE will require assurances that the Professional staff will be actually available. The PE will not consider substitutions during contract negotiations unless both Parties agree that undue delay in the selection process makes such substitution unavoidable or for reasons such as death or medical incapacity. If this is not the case and if it is established that Professional staff were offered in the proposal without confirming their availability, the Consultant may be disqualified. Any proposed substitute shall have equivalent or better qualifications and experience than the original candidate

and be submitted by the Consultant within the period of time specified in the letter of

24. Award of Contract

invitation to negotiate.

24.1 After completing negotiations, the Procuring Entity shall award the Contract to the selected Consultant within seven days after letter of acceptance or award has been issued. Procuring Entity shall publish on the website of the Authority and on its own website, if such a website exists, the result of the bidding process, identifying the bid through procuring identifying number, if any and the following information, evaluation report, form of contract and letter of award, bill of quantity or schedule of requirement, as the case may be. However, the procuring entity shall announce the final results of a bid evaluation giving justifications for acceptance or rejection of bids at least ten days prior to the award of a contract and place the same on its and authority website.

24.2 After publishing of award of contract consultant required to submit a Performance security at the rate indicated in date sheet.

24.3 The Consultant is expected to commence the assignment on the date and at the location specified in the Data Sheet.

25. Confidentiality

Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Consultants who submitted the Proposals or to other Persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Consultant of confidential information related to the process may result in the rejection of its Proposal.

2.1	<p>The name of the Assignment: Training Management Services for Mental Health & Psychosocial Support (MHPSS) Project, Public Health Section of Directorate General Health Services Khyber Pakhtunkhwa</p> <p>The name of the PE: Director Public Health, Directorate General Health Services Khyber Pakhtunkhwa.</p> <p>The method of selection: Quality and Cost Based Selection (QCBS)</p>																																			
2.2	<p>Single stage, two envelopes procedure: Consultants shall submit a bid that comprise a single sealed package containing separate sealed envelopes of technical and financial proposals.</p>																																			
2.3	<p>Pre-Proposal Conference: November 15, 2018</p> <p>Procurement Entity Representative: Dr Irfan Ali Shah, Deputy Director Public Health, Directorate General Health Services Khyber Pakhtunkhwa</p>																																			
9.1	<p>Proposals validity: 90 days.</p>																																			
13.1(i)	<p>Consortium / Joint Ventures: Not allowed</p>																																			
13.1(iv)	<p>The minimum required experience of proposed key staff is:</p> <table border="1" data-bbox="326 1150 1539 1801"> <thead> <tr> <th data-bbox="326 1150 415 1381">S.No</th> <th data-bbox="415 1150 610 1381">Position</th> <th data-bbox="610 1150 857 1381">Minimum Academic Qualification</th> <th data-bbox="857 1150 1003 1381">No. of personnel</th> <th data-bbox="1003 1150 1170 1381">No. of Years of Professional Experience</th> <th data-bbox="1170 1150 1360 1381">No. of Years of Professional Experience in similar projects</th> <th data-bbox="1360 1150 1539 1381">Minimum No. of similar project for specific expertise</th> </tr> </thead> <tbody> <tr> <td data-bbox="326 1381 415 1486">1</td> <td data-bbox="415 1381 610 1486">Project Manager</td> <td data-bbox="610 1381 857 1486">ACMA, ACCA, MBA or equivalent</td> <td data-bbox="857 1381 1003 1486">1</td> <td data-bbox="1003 1381 1170 1486">Min 15 years</td> <td data-bbox="1170 1381 1360 1486">Min 3 years</td> <td data-bbox="1360 1381 1539 1486">3</td> </tr> <tr> <td data-bbox="326 1486 415 1633">2</td> <td data-bbox="415 1486 610 1633">Finance/Account Officer</td> <td data-bbox="610 1486 857 1633">ACCA, MBA Finance or equivalent</td> <td data-bbox="857 1486 1003 1633">1</td> <td data-bbox="1003 1486 1170 1633">Min 7 years</td> <td data-bbox="1170 1486 1360 1633">Min 2 years</td> <td data-bbox="1360 1486 1539 1633">2</td> </tr> <tr> <td data-bbox="326 1633 415 1738">3</td> <td data-bbox="415 1633 610 1738">Admin & Logistic</td> <td data-bbox="610 1633 857 1738">Graduate or equivalent</td> <td data-bbox="857 1633 1003 1738">1</td> <td data-bbox="1003 1633 1170 1738">Min 7 years</td> <td data-bbox="1170 1633 1360 1738">Min 3 years</td> <td data-bbox="1360 1633 1539 1738">2</td> </tr> <tr> <td data-bbox="326 1738 415 1801">4</td> <td data-bbox="415 1738 610 1801">Facilitators</td> <td data-bbox="610 1738 857 1801">Masters Degree</td> <td data-bbox="857 1738 1003 1801">3</td> <td data-bbox="1003 1738 1170 1801">Min 3 years</td> <td data-bbox="1170 1738 1360 1801">Min 1 year</td> <td data-bbox="1360 1738 1539 1801">1</td> </tr> </tbody> </table>	S.No	Position	Minimum Academic Qualification	No. of personnel	No. of Years of Professional Experience	No. of Years of Professional Experience in similar projects	Minimum No. of similar project for specific expertise	1	Project Manager	ACMA, ACCA, MBA or equivalent	1	Min 15 years	Min 3 years	3	2	Finance/Account Officer	ACCA, MBA Finance or equivalent	1	Min 7 years	Min 2 years	2	3	Admin & Logistic	Graduate or equivalent	1	Min 7 years	Min 3 years	2	4	Facilitators	Masters Degree	3	Min 3 years	Min 1 year	1
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4	Facilitators	Masters Degree	3	Min 3 years	Min 1 year	1																														
13.2(i)	<p>All bidders must provide the proof of company registration under the Companies Act 2017 /</p>																																			

	Partnership Act 1932, failing to which the bid shall be considered non responsive.
15.1	<p>All bidders must be Sales Tax registered and Income Tax registered with FBR and have active STRN and NTN at the time of bid opening, the proof of which shall be provided.</p> <p>Proof of registration with KPRA, established under the Khyber Pakhtunkhwa Finance Act. 2013 (Khyber Pakhtunkhwa Act No. XXI of 2013), for works, consulting and non-consulting services as listed in schedule-II of the Act ibid, must be provided by the consultant.</p>
16.3	The method of selection: Quality and Cost Based Selection (QCBS)
16.4	<p>Address of PE: Office of Director Public Health, Second Floor Directorate General Health Services, Gate No. 3, Khyber Road Peshawar</p> <p>Proposals must be submitted no later than the following date and time: November 21, 2018 at 11 am</p>
18.1	<p>The points given to each category of evaluation criteria are:</p> <p>Criteria, sub-criteria, and point system for the evaluation of the Full Technical Proposals:</p> <p><u>Points</u></p> <p>(i) Registration of the Applicant: (15 Marks)</p> <ul style="list-style-type: none"> • <i>15 or more than 15 years</i> <i>15</i> • <i>10-14 years</i> <i>10</i> • <i>5-10 years</i> <i>05</i> • <i>Less than 5 years</i> <i>00</i> <p>(ii) Experience of Training Management Projects: (30 Marks)</p> <ul style="list-style-type: none"> • <i>Training Management Projects Carried out In KP (10)</i> <ul style="list-style-type: none"> ○ <i>4 or more Projects in last 5 years</i> <i>10</i> ○ <i>3 Projects in Last 5 years</i> <i>07</i> ○ <i>2 Projects in Last 5 years</i> <i>05</i> ○ <i>1 Project in Last 5 years</i> <i>03</i> • <i>Training Management Projects Funded by Donor Agencies (10)</i> <ul style="list-style-type: none"> ○ <i>3 or more Projects in Last 5 years</i> <i>10</i> ○ <i>2 projects in Last 5 years</i> <i>05</i> ○ <i>1 project in Last 5 years</i> <i>03</i>

	<ul style="list-style-type: none"> • <i>Training Management Projects Value</i> <ul style="list-style-type: none"> ○ <i>Value of Contracts last 5 years (100 mil or greater) 10</i> ○ <i>Value of Contracts last 5 years (50 mil – 99 mil) 07</i> ○ <i>Value of Contracts last 5 years (10 mil – 50 mil) 05</i> ○ <i>Value of Contracts last 5 years (Less than 10 mil) 03</i> <p>(iii) Adequacy and quality of the proposed methodology, and work plan in responding to Terms of Reference (TORs): 35 Marks</p> <ul style="list-style-type: none"> • Understanding of Assignment 13 • Methodology 12 • Work plan 10 <p><i>{Notes to Consultant: the Procuring entity will assess whether the proposed methodology is clear, responds to the TORs, work plan is realistic and implementable; overall team composition is balanced and has an appropriate skills mix; and the work plan has right input of Experts}</i></p> <p>(iv) Key Experts’ qualifications and competence for the Assignment: 20 Marks</p> <ul style="list-style-type: none"> • Program Manager 10 • Finance Officer 05 • Admin & Logistic Support 02 • Facilitators (Non-Technical) 03 <p>Total points for Technical Proposal: 100</p> <p>The minimum technical score (St) required to pass is <u>60</u></p>
19.4	<p>The evaluation committee shall determine whether the financial proposals are complete and without computational errors. The lowest financial proposal (Fm) among the qualified bidders shall be given a financial score (Sf) of 100 points. The financial scores of the proposals shall be computed as follows:</p> $Sf = \frac{100 \times Fm}{F}$ <p>(F = amount of specific financial proposal)</p> <p>The weights given to the Technical and Financial Proposals are:</p> <p>Technical: 80% Financial : 20%</p>

20.1	Expected date and address for contract negotiations: Third week of November 2018 at the Office of Director Public Health, 2 nd Floor Directorate General Health Services, Gate No. 3, Khyber Road Peshawar
24.2	Successful consultant is required to submit Performance security in form of Pay order, demand draft or bank guarantee (10% of the contract amount).
24.3	Expected date and duration for commencement of consulting services: November 25, 2018 till December 31, 2019 Location: District Peshawar, Khyber Pakhtunkhwa

General Conditions of Contract

1. GENERAL PROVISIONS

- 1.1 Definitions** Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:
- (a) “Applicable Law” means the Khyber Pakhtunkhwa Public Procurement Act, thereunder Rules 2014.
 - (b) “Procuring Entity PE” means the implementing department which signs the contract
 - (c) “Consultant” means a professional who can study, design, organize, evaluate and manage projects or assess, evaluate and provide specialist advice or give technical assistance for making or drafting policies, institutional reforms and includes private entities, consulting firms, legal advisors, engineering firms, construction managers, management firms, procurement agents, inspection agents, auditors, international and multinational organizations, investment and merchant banks, universities, research institutions, government agencies, nongovernmental organizations, and individuals.
 - (d) “Contract” means the Contract signed by the Parties and all the attached documents listed in its Clause 1, that is General Conditions (GC), the Special Conditions (SC), and the Appendices.
 - (e) “Contract Price” means the price to be Paid for the Performance of the Services, in accordance with Clause 6;
 - (f) “Effective Date” means the date on which this Contract comes into force and effect pursuant to Clause GC 2.1.
 - (g) “Foreign Currency” means any currency other than the currency of the PE’s country.
 - (h) “GC” means these General Conditions of Contract.
 - (i) “Government” means the Government of Khyber Pakhtunkhwa.
 - (j) “Local Currency” means Pak Rupees.
 - (k) “Member” means any of the entities that make up the joint venture/consortium/association, and “Members” means all these entities.
 - (l) “Party” means the PE or the Consultant, as the case may be, and “Parties” means both of them.

- (m) “Personnel” means Persons hired by the Consultant or by any Sub Consultants and assigned to the Performance of the Services or any Part thereof.
- (n) “SC” means the Special Conditions of Contract by which the GC may be amended or supplemented.
- (o) “Services” means the consulting services to be performed by the Consultant pursuant to this Contract, as described in the Terms of References.
- (p) “Sub-Consultants” means any Person or entity to whom/which the Consultant subcontracts any Part of the Services.
- (q) “In writing” means communicated in written form with proof of receipt.

**1.2 Law
Governing
Contract**

This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the applicable law.

1.3 Language

This Contract is executed in the language specified in the SC, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.

1.4 Notices

1.4.1. Any notice, request or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in Person to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the address specified in the SC.

1.4.2 A Party may change its address for notice hereunder by giving the other Party notice in writing of such change to the address specified in the SC.

1.5 Location

The Services shall be performed at such locations as are specified in special condition of contract and, where the location of a Particular task is not so specified, at such locations, whether in the Government’s country or elsewhere, as the PE may approve.

**1.6 Authority
of Member
in Charge**

In case the Consultant consists of a joint venture/ consortium/ association of more than one individual firms, the Members hereby authorize the individual firms or specified in the SC to act on their behalf in exercising all the Consultant’s rights and obligations towards the PE under this Contract, including without limitation the receiving of instructions and Payments from the PE.

**1.7 Authorized
Representatives**

Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the PE or the Consultant may be taken or executed by the officials specified in the SC.

**1.8 Taxes
& Duties**

The Consultant, Sub-Consultants, and their Personnel shall Pay such direct or indirect taxes, duties, fees, and other impositions levied under the Applicable Law as specified in the SC, the amount of which is deemed to have been included in the Contract Price.

**1.9 Fraud
Corruption**

A. If the PE determines that the Consultant and/or its Personnel, sub-contractors, sub-consultants, services providers and suppliers has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices, in competing for or in executing the Contract, then the PE may, after giving 14 days' notice to the Consultant, terminate the Consultant's employment under the Contract, and may resort to other remedies including blacklisting/disqualification as provided in KPPR 2014.

Any Personnel of the Consultant who engages in corrupt, fraudulent, collusive, coercive, or obstructive practice during the execution of the Contract, shall be removed in accordance with Sub-Clause 4.2.

Integrity Pact

B. If the Consultant or any of his Sub-consultants, agents or servants is found to have violated or involved in violation of the Integrity Pact signed by the Consultant as Appendix-G to this Form of Contract, then the Client shall be entitled to:

(a) recover from the Consultant an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by the Consultant or any of his Sub-consultant, agents or servants;

(b) terminate the Contract; and

(c) Recover from the Consultant any loss or damage to the Client as a result of such termination or of any other corrupt business practices of the Consultant or any of his Sub-consultant, agents or servants.

On termination of the Contract under Sub-Para (b) of this Sub Clause, the Consultant shall proceed in accordance with Sub Clause 1.9 A. Payment upon such termination shall be made under Sub-Clause 1.9 A after having deducted the amounts due to the Client under 19 B Sub-Para (a) and (c).

2. COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT

- 2.1 Effectiveness of Contract** This Contract shall come into effect on the date the Contract is signed by either Parties or such other later date as may be stated in the SC. The date the Contract comes into effect is defined as the Effective Date.
- 2.2 Commencement of Services** The Consultant shall begin carrying out the Services not later than the number of days after the Effective Date specified in the SC.
- 2.3 Expiration of Contract** Unless terminated earlier pursuant to Clause GC 2.6 hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the SC.
- 2.4 Modifications or Variations** Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party.
- 2.5 Force Majeure** The failure on the Part of the Parties to Perform their obligation under the contract will not be considered a default if such failure is the result of natural calamities, disasters and circumstances beyond the control of the parties.
- 2.5.2 No Breach of Contract** The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.
- 2.5.3 Extension of Time** Any period within which a party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such party was unable to Perform such action as a result of Force Majeure.
- 2.5.4 Payments** During the period of their inability to Perform the Services as a result of an event of Force Majeure, the Consultant shall be entitled to continue to be Paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

2.6 Termination

2.6.1 By the PE

The PE may terminate this Contract in case of the occurrence of any of the events specified in Paragraphs (a) through (f) of this Clause GC 2.6.1. In such an occurrence the PE shall give a not less than thirty (30) days' written notice of termination to the Consultant, and sixty (60) days' in the case of the event referred to in (e).

(a) If the Consultant does not remedy the failure in the Performance of their obligations under the Contract, within thirty (30) days after being notified or within any further period as the PE may have subsequently approved in writing.

(b) If the Consultant becomes insolvent or bankrupt.

(c) If the Consultant, in the judgment of the PE has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

(d) If, as the result of Force Majeure, the Consultant(s) are unable to perform a material portion of the Services for a period of not less than sixty (60) days.

(e) If the PE, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.

(f) If the Consultant fails to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause GC 8 hereof.

2.6.2 By the Consultant

The Consultants may terminate this Contract, by not less than thirty (30) days' written notice to the PE, such notice to be given after the occurrence of any of the events specified in Paragraphs (a) through (c) of this Clause GC 2.6.2:

(a) If the PE fails to pay any money due to the Consultant pursuant to this Contract without consultants fault.

(b) Pursuant to Clause GC 7 hereof within forty-five (45) days after receiving written notice from the Consultant that such Payment is overdue.

(c) If, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) days.

(d) If the PA fails to comply with any final decision reached as a result of arbitration pursuant to Clause GC 8 hereof.

**2.6.3. Payment
Upon
Termination**

Upon termination of this Contract pursuant to Clauses GC 2.6.1 or GC 2.6.2, the PE shall make the following Payments to the Consultant:

- (a) Payment pursuant to Clause GC 6 for Services satisfactorily Performed prior to the effective date of termination;
- (b) except in the case of termination pursuant to Paragraphs (a) through, and (f) of Clause GC 2.6.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract, including the cost of the return travel of the Personnel and their eligible dependent's.

3. OBLIGATIONS OF THE CONSULTANT

3.1 General

The Consultant shall Perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Consultant shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the PE, and shall at all times support and safeguard the PE's legitimate interests in any dealings with Sub-Consultants or third parties.

**3.1.1 Standard of
Performance**

**3.2 Conflict of
Interests**

The Consultant shall hold the PE's interests Paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.

**3.2.1 Consultants not
to Benefit from
Commissions,
Discounts, etc.**

The Payment of the Consultant pursuant to Clause GC 6 shall constitute the Consultant's only Payment in connection with this Contract or the Services, and the Consultant shall not accept for their own benefit any trade commission, discount, or similar Payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Consultant shall use their best efforts to ensure that the Personnel, any Sub-Consultants, and agents of either of them similarly shall not receive any such additional Payment.

**3.2.2 Consultant and
Affiliates not to
be Otherwise
Interested in
Project**

The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, as well as any Sub-Consultants and any entity affiliated with such Sub Consultants, shall be disqualified from providing goods, works or services (other than consulting services) resulting from or directly related to the Consultant's Services for the preparation or implementation of the project.

**3.2.3 Prohibition
of
Conflicting
Activities**

The Consultant shall not engage, and shall cause their Personnel as well as their Sub-Consultants and their Personnel not to engage, either directly or indirectly, in any business or professional activities which would conflict with the activities assigned to them under this Contract.

3.3 Confidentiality

Except with the prior written consent of the PE, the Consultant and the Personnel shall not at any time communicate to any Person or entity any confidential information acquired in the course of the Services, nor shall the Consultant and the Personnel make public the recommendations formulated in the course of, or as a result of, the Services.

**3.4 Insurance to be
Taken Out by
the Consultant**

Rule 29(2), The Consultant (a) shall take out and maintain, and shall cause any Sub Consultants to take out and maintain, at their (or the Sub-Consultants', as the case may be) own cost but on terms and conditions approved by the PE, insurance against the risks, and for the coverage, as shall be specified in the SC; and (b) at the PE's request, shall provide evidence to the PE showing that such insurance has been taken out and maintained and that the current premiums have been Paid.

**3.5 Consultant's
Actions
Requiring PE's
Prior Approval**

The Consultant shall obtain the PE's prior approval in writing before taking any of the following actions:

- (a) entering into a subcontract for the Performance of any Part of the Services,
- (b) appointing such members of the Personnel not listed by name in Appendix C, and
- (c) any other action that may be specified in the SC.

**3.6 Reporting
Obligations**

(a) The Consultant shall submit to the PE the reports and documents specified in (PE may insert appendix) hereto, in the form, in the numbers and within the time Period set forth in the said Appendix.

(b) Final reports shall be delivered in CD ROM in addition to the hard copies specified in said Appendix.

**3.7 Documents
Prepared by the
Consultant to be
the Property of
the PE**

(a) All plans, drawings, specifications, designs, reports, other documents and software submitted by the Consultant under this Contract shall become and remain the property of the PE, and the Consultant shall, not later than upon termination or expiration of this Contract, deliver all such documents to the PE, together with a detailed inventory thereof.

(b) The Consultant may retain a copy of such documents and software. Restrictions about the future use of these documents, if any, shall be specified in the SC.

**3.8 Accounting,
Inspection and
Auditing**

3.8.1 The Consultant shall keep, and shall cause its Sub-consultants to keep, accurate and systematic accounts and records in respect of the

Contract, in accordance with internationally accepted accounting principles and in such form and detail as will clearly identify relevant time changes and costs.

3.8.2 The Consultant shall Permit, and shall cause its Sub-consultants to Permit, the PE and/or Persons appointed by the PE to inspect its accounts and records relating to the Performance of the Contract and the submission of the Proposal to provide the Services, and to have such accounts and records audited by auditors appointed by the PE if requested by the PE. The Consultant's attention is drawn to Clause 1.9.1 which provides, inter alia, that acts intended to materially impede the exercise of the PE's inspection and audit rights provided for under Clause 3.8 constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to the PE's prevailing sanctions procedures.).

4. CONSULTANT'S PERSONNEL

4.1 Description of Personnel

The Consultant shall employ and provide such qualified and Personnel experienced Personnel and Sub-Consultants as are required to carry out the Services. The titles, agreed job descriptions, minimum qualifications, and estimated Period of engagement in the carrying out of the Services of the Consultant's Key Personnel are described in Appendix C. The Key Personnel and Sub-Consultants listed by title as well as by name in Appendix C are hereby approved by the PE.

4.2 Removal and/or Replacement of Personnel

(a) Except as the PE may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Consultant, such as retirement, death, medical incapacity, among others, it becomes necessary to replace any of the Key Personnel, the Consultant shall provide as a replacement a Person of equivalent or better qualifications.

(b) If the PE finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the Performance of any of the Personnel, then the Consultant shall, at the PE's written request specifying the grounds thereof, provide as a replacement a Person with qualifications and experience acceptable to the PE.

(c) The Consultant shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

5. OBLIGATIONS OF THE PE

5.1 Assistance and Exemptions

The PE shall use its best efforts to ensure that the Government shall provide the Consultant such assistance and exemptions as specified in the SC.

5.2 Change in the Applicable Law Related to Taxes and Duties

If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost incurred by the Consultant in Performing the Services, then the remuneration and reimbursable expenses otherwise Payable to the Consultant under this Contract shall be increased or decreased accordingly by agreement between the parties, and corresponding adjustments shall be made to the amounts referred to in Clauses GC 6.2 or (b), as the case may be.

5.3 Services and Facilities

The PE shall make available free of charge to the Consultant the Services and Facilities listed under Appendix F.

6. PAYMENTS TO THE CONSULTANT

6.1 Lump-sum Payment

The total Payment due to the Consultant shall not exceed the Contract Price which is an all-inclusive fixed lump-sum covering all costs required to carry out the Services described in Appendix A. Except as provided in Clause 5.2, the Contract Price may only be increased above the amounts stated in Clause If the Parties have agreed to additional Payments in accordance with Clause 2.4.

6.2 Contract Price

The price Payable in Pak Rupees/foreign currency/ is set forth in the SC.

6.3 Payment for Additional services

For the purpose of determining the remuneration due for additional services as may be agreed under Clause 2.4, a breakdown of the lump sum price is provided in Appendices D and E.

6.4 Terms and Conditions of Payment

Payments will be made to the account of the Consultant and according to the Payment schedule stated in the SC. Unless otherwise stated in the SC, the first Payment shall be made against the provision by the Consultant of an advance Payment guarantee for the same amount, and

shall be valid for the period stated in the SC. Such guarantee shall be in the form set forth in Appendix G hereto, or in such other form, as the PE shall have approved in writing. Any other Payment shall be made after the conditions listed in the SC for such Payment have been met, and the Consultant has submitted an invoice to the PE specifying the amount due.

7. GOOD FAITH

7.1 Good Faith

The parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

8. SETTLEMENT OF DISPUTES

8.1 Amicable Settlement

The parties agree that the avoidance or early resolution of disputes is crucial for a smooth execution of the Contract and the success of the assignment. The parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

8.2 Dispute Resolution

Any dispute between the parties as to matters arising pursuant to this Contract that cannot be settled amicably within thirty (30) days after receipt by one party of the other Party's request for such amicable settlement may be submitted by either party for settlement in accordance with the provisions specified in the SC.

Section 3. Technical Proposal - Standard Form

Refer to Paragraph 6.2 of the Data Sheet for format of Technical Proposal to be submitted.

Form TECH-1. Technical Proposal Submission Form	17
Form TECH-2. Consultant's Organization and Experience	18
A - Consultant's Organization	18
B - Consultant's Experience	19
Form TECH-3. Description of Approach, Methodology and Work Plan for Performing the Assignment	20
Form TECH-4. Team Composition and Task Assignments	21
Form TECH-5. Curriculum Vitae (CV) for Proposed Professional Staff	22
Form TECH-6. Work Schedule	24

FORM TECH-1. TECHNICAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of PE]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in the Data Sheet, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in the Data Sheet.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials] ' _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

For FTP Only

Form TECH-2. Consultant's Organization and Experience

A - Consultant's Organization

[Provide here a brief (two Pages) description of the background and organization of your firm/entity]

B - Consultant's Experience

[Using the format below, provide information on each assignment for which your firm, for carrying out consulting services similar to the ones requested under this assignment]

Assignment Name:		Country:	
Location within Country:		Professional Staff Provided by Your Firm:	
Name of Procuring Entity:		No of Staff:	
Address:		No of Staff Months:	
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in Rs.)	
Name of Senior Staff (Project Director/Coordinator, Team Leader) involved and functions performed:			
Narrative Description of Project			
Description of Actual Services Provided by Your Staff			

Consultants' Name: _____

Form TECH-3. Description of Approach, Methodology and
Work Plan for Performing the Assignment

FORM TECH-4. TEAM COMPOSITION AND TASK ASSIGNMENTS

Name of Professional Staff	Area of Expertise	Position Assigned	Task Assigned

Form TECH-5. Curriculum Vitae (CV) for Proposed
Professional Staff

1. Proposed Position *[only one candidate shall be nominated for each position]*: _____
2. Name of Firm *[Insert name of firm proposing the staff]*: _____
3. Name of Staff *[Insert full name]*: _____
4. *Date of Birth*: _____
5. *Nationality*: _____
6. Education *[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]*
7. Membership of Professional Associations: _____
8. Other Training *[Indicate significant training obtained]*: _____
9. Countries of Work Experience: *[List countries where staff has worked in the last ten years]*
10. Languages *[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]*:
10. Employment Record *[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held]*

From *[Year]*: ____ To *[Year]*:

Employer: ____

Positions held: _____

<p>11. Detailed Tasks Assigned</p> <p><i>[List all tasks to be Performed under this assignment]</i></p>	<p>12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</p> <p><i>[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11]</i></p> <p>Name of assignment or project: Year:</p> <p>Location: PE:</p>
	<p>Main project features: Positions held:</p>
	<p>Activities Performed:</p>

13. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date: _____
[Signature of staff member or authorized representative of the staff] *Day/Month/Year*

Full name of authorized representative: _____

Section 4. Financial Proposal - Standard Forms

FORM FIN-1.

FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: *[Name and address of PE]*

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures]. Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date Data Sheet.

*Yours sincerely,
Authorized Signature [In full and initials]
Name and Title of Signatory:
Name of Firm:
Address*

Form FIN-2. SUMMARY OF COST OF CONSULTANT

Salary Cost: _____/-

Direct Cost: _____/-

Final cost (in figure) _____

(in words) _____

Dated ___/___/_____

Chief Executive/Authorized Signature & Seal _____

Address of the company _____

[Form shall be submitted on Company letter head and signed by Chief Executive or Authorized Agent]

Form FIN-3. DETAIL BREAK UP OF SALARY COST

Form FIN-4. DETAIL BREAK UP OF DIRECT COST

Section 5. Terms of Reference

a) *Background Description of the Project:*

In the context of continuous disasters in this region, and an odious lack of psychological services for the community, the Directorate General Health Services (DGHS) Khyber Pakhtunkhwa (KP) with the financial support of UNICEF, has introduced standardized mental health services in district Peshawar as a pilot. The aim of these services is the developing and subsequent scaling up of mental health sector in KP, ensuring the provision of comprehensive, standardized, quality services to the vulnerable and suffering populations (children, students, young and adults) in the community.

These standardized mental health services include a ‘Comprehensive Mental Health Services Plan’ (CMHSP) which includes establishment of a mental health system at all health care levels from primary, secondary, up to tertiary health care level. DGHS with the collaboration of UNICEF, has established specialized centers at each health care level for the provision of mental health services, along with capacity building of the existing health care staff.

For a better execution of the same DGHS plans to conducted extensive trainings at community level health care services (Lady health Workers - MHWs) and Government school teachers, and at primary health care levels (Medical Officers and technicians - MHPs). The current ToRs are designed for the consultants to facilitate the management of these trainings.

b) *Details of the assignment (Training Plan):*

A brief training plan for the year 2018-19 is being presented here, further details might be provided on request:

S.No	Training	Participants	Venue, Number of Days & sessions	Components of Training	Printing Material	Stationery	Per diems
1	Pre-testing of MHWs Module	25 Lady Health Workers	In Peshawar for 1 day (1 session)	Pre/post-testing, refreshments for 35 participants	<ul style="list-style-type: none"> 2 trainer’s manual (50 leaves or 25 pages, colored prints and ring bind) 	25 Participants	25 participants

					<ul style="list-style-type: none"> • 25 participants handbooks (50 leaves or 25 pages, colored prints and ring bind) 		
2	2 days Mental Health Workers (MHWs) Training	1155 Lady Health Workers	In Peshawar for 30 days (3 sessions per day)	Pre/post-testing, refreshments for 2790 participants (31 persons per session for 30 days)	<ul style="list-style-type: none"> • 3 trainers manual (50 leaves or 25 pages, colored prints and ring bind) • 1155 participants handbooks (50 leaves or 25 pages, colored prints and ring bind), • MHWs IEC material <ol style="list-style-type: none"> 1. 15000 brochures (A4 size, colored prints and shine lamination) 2. 400 booklets (A4x1/2 size, 8 leaves or 16 pages and shine lamination) 3. 325 panaflex (6x4 feet, colored) 4. 75 banners 	1155 Participants	1155 participants

					(6x4 feet, colored)		
3	Pre-testing of MHPs Module	25 Medical officers	In Peshawar for 1 day (1 session)	Pre/post-testing, refreshments for 35 participants	<ul style="list-style-type: none"> • 2 trainers manual (60 leaves or 30 pages, colored prints and ring bind) • 25 participants handbooks (60 leaves or 30 pages, colored prints and ring bind) 	25 Participants	25 participants
4	2 days Mental Health Promoters (MHPs) Training	200 Medical officers	In Peshawar for 6 days (3 sessions per day for 4 days and 2 sessions for 2 days)	Pre/post-testing, refreshments for 480 participants (30 per session for 6 days)	<ul style="list-style-type: none"> • 3 trainers manuals • (60 leaves or 30 pages, colored prints and ring bind) • 200 participants handbooks (60 leaves or 30 pages, colored prints and ring bind), • 250 booklets of SOPs and treatment protocols (25 leaves or 50 pages, colored prints and ring bind) 	200 participants	200 participants

5	Orientation Training for the Senior Psychologists from PFCs and PMU staff on Data Reporting System	17 Senior psychologists + PMU staff	In Peshawar for 1 day (1 session)	Tea + Lunch for 20 Participants	<ul style="list-style-type: none"> • 17 participants handouts (Colored prints and ring bind) • 2500 referral forms (250 booklets having 100 forms each, colored pads) 	17 participants	-
6	2 days Teachers as Therapists Training	3785 public sector school teachers	In Peshawar for 100 days (3 sessions per day)	Pre/post-testing, Refreshment charges for 9054 participants (300 sessions for 100 days), Facilitation fee for master trainer school teachers (3 master trainers for 100 days)	<ul style="list-style-type: none"> • 3 trainers manuals (86 leaves or 43 pages, colored prints and ring bind), • 3785 Participant handbooks (50 leaves or 25 pages, colored prints and ring bind), • 3000 education referral forms booklets (50 duplicate forms in one booklet, colored prints and ring bind) 	3785 participants	3785 teachers

The scope of the project includes but is not limited to:

- a) The overall conduction of training through non-technical facilitation (training management) and assessment of the training outcomes.
- b) The supervision of the training process to ensure the achievement of training goals as per the stipulated plan.
- c) The provision of training materials (stationery including writing pads, pens & pencils, charts for activities, board markers, white boards, etc.) throughout the trainings.
- d) Printing of the course material and resources shall also be provided by the contracted party as per details chalked above in the training plan log frame.
- e) The contractors shall also provide refreshments (lunch and tea) throughout the trainings.
- f) The renting and ensuring availability of training venue arrangements shall be completed well in time.
- g) The contracted party shall provide per diems to the participants of the training as per details in the training plan.
- h) Analysis of pretest and posttest of training sessions, so as to ascertain the quality of the training delivered.
- i) Evaluation of individual facilitators needs to be done on proforma, that will be designed by the consultant.
- h) The final training report shall be completed having all required details and submitted to the Director Public Health within a week of the completion of the training.

Section 6. Contract

THIS CONTRACT (“Contract”) is entered into this *[insert starting date of assignment]*, by and between *[insert PE’s name]* (“the PE”) having its principal place of business at *[insert PE’s address]*, and *[insert Consultant’s name]* (“the Consultant”) having its principal office located at *[insert Consultant’s address]*.

WHEREAS, the PE wishes to have the Consultant Performing the services hereinafter referred to, and

WHEREAS, the Consultant is willing to perform these services,

NOW THEREFORE THE PARTIES hereby agree as follows:

- 1. Services**
- (i) The Consultant shall perform the services specified in Annex A, “Terms of Reference and Scope of Services,” which is made an integral Part of this Contract (“the Services”).
 - (ii) The Consultant shall provide the reports listed in Annex B, “Consultant’s Reporting Obligations,” within the time Period listed in such Annex, and the Personnel listed in Annex C, “Cost Estimate of Services, List of Personnel and Schedule of Rates” to Perform the Services.

2. Term The Consultant shall perform the Services during the period commencing *[insert start date]* and continuing through *[insert completion date]* or any other period as may be subsequently agreed by the parties in writing.

3. Payment

A. Ceiling

For Services rendered pursuant to Annex A, the PE shall pay the Consultant an amount not to exceed *[insert amount]*. This amount has been established based on the understanding that it includes all of the Consultant’s costs and profits as well as any tax obligation that may be imposed on the Consultant.

B. Payment Conditions

Payment shall be made on quarterly basis, subject to provision of quarterly training reports in *[specify currency]*, no later than 30 days following submission by the Consultant of invoices in duplicate to the Coordinator designated in Paragraph 4.

4. Project Administration

A. Coordinator

The PE designates Mr./Ms. *[insert name]* as PE’s Coordinator; the Coordinator shall be responsible for the coordination of activities under the Contract, for receiving and approving invoices for Payment, and for acceptance of the deliverables by the PE.

B. Timesheets

During the course of their work under this Contract the Consultant's employees providing services under this Contract may be required to complete timesheets or any other document used to identify time spent, as instructed by the Coordinator.

C. Records and Accounts

The Consultant shall keep accurate and systematic records and accounts in respect of the Services, which will clearly identify all charges and expenses. The PE reserves the right to audit, or to nominate a reputable accounting firm to audit, the Consultant's records relating to amounts claimed under this Contract during its term and any extension, and for a period of three months thereafter.

5. Performance Standard

The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the PE considers unsatisfactory.

6. Confidentiality

The Consultants shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the PE's business or operations without the prior written consent of the PE.

7. Ownership of Material

Any studies, reports or other material, graphic, software or otherwise, prepared by the Consultant for the PE under the Contract shall belong to and remain the property of the PE. The Consultant may retain a copy of such documents and software.

- 8. Insurance** The Consultant will be responsible for taking out any appropriate insurance coverage for their Personnel and equipment.
- 9. Assignment** The Consultant shall not assign this Contract or Subcontract any portion thereof it without the PE's prior written consent.
- 10. Law Governing Contract and Language** The Contract shall be governed by the laws of Islamic Republic of Pakistan or the Provincial Government and the language of the Contract shall be English.
- 11. Dispute Resolution** Any dispute arising out of this Contract, which cannot be amicably settled between the Parties, shall be referred to adjudication/arbitration in accordance with the Arbitration Act of 1940

FOR THE PE

FOR THE CONSULTANT

Signed by

Signed by

Title:

Title: