



OFFICE OF THE PROJECT DIRECTOR
AFFORESTATION & REFORESTATION OF DEGRADED FOREST
ECOSYSTEMS FOR ENHANCING CARBON SEQUESTRATION
TO SECURE CARBON FINANCING, SINDH AT HYDERABAD



REQUEST FOR EXPRESSION OF INTEREST (EOI) FOR HIRING OF
CONSULTING FIRM/ CONSORTIUM

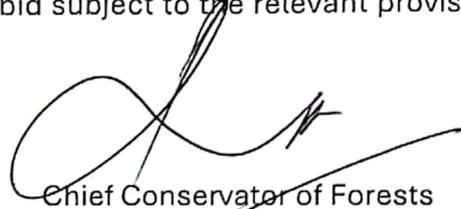
Sindh Forest Department invites sealed bids / Request for Proposal for hiring / selection of Consulting Firm/Consortium (including international firm/consortium or its local partner) with expertise of locally and internationally relevance with Project Design Document (PDD) for Preparation of Carbon Credit Project Design Document, Registration, Validation, Verification and Issuance of Carbon Credits under the ADP approved development scheme titled "Afforestation & Reforestation of Degraded Forest Ecosystems for Enhancing Carbon Sequestration to Secure Carbon Financing" as per following schedule:

Sr #	Estimated Cost	Completion Period	Date of issuance of RFP	Date of Submission of Proposal	Opening	Tender Fee	Bid Security
1.	Rs.50.00 Million	18 Months	From 28.01.2026 to 23.02.2026	23.02.2026 11:00 AM	23.02.2026 12:00 PM	Rs.3,000/-	2%

Terms & Conditions / Procedure of Tender

1. The bidder must have registered with Federal Board of Revenue (FBR), Sindh Revenue Board (SRB), Security Exchange Commission of Pakistan (SECP).
2. The bidder shall be on Active Tax Payer List (ATL) of Federal Board of Revenue (FBR) or Sindh Revenue Board (SRB) as the case may be, failing to which the bidder shall not be eligible to take part in bid.
3. Foreign entities participating in the Bidding Process should submit a tax certificate of their country and tax returns filed for last three (3) years, if applicable.
4. The bidder must submit an affidavit on non-judicial stamp paper declaring that they are not blacklisted by any Government, Semi-Government, or Autonomous body in Pakistan or abroad.
5. An affidavit declaring no pending litigation that could compromise the bidder's ability to perform the assignment.
6. The tender forms/documents containing specifications and other details may be obtained from the office of Chief Conservator of Forests, Mangroves Sindh situated at Forest Campus, Model Colony, Jinnah Avenue Malir, Karachi from 27.01.2026 during office hours to 23.02.2026 at 10:00 am on payment of Rs.3,000/- (non-refundable) in shape of Pay Order in the name of Divisional Forest Officer, Coastal Forest Division (LB), Sujawal at Karachi.
7. The sealed bids are required to reach the office of Chief Conservator of Forests, Mangroves Sindh situated at Forest Campus, Model Colony, Jinnah Avenue Malir, Karachi on or before 23.02.2026 latest by 11:00 am either by registered post or by hand along with call deposit / pay order equal to bid security mentioned above.
8. Bids shall be opened on same day at 12:00 pm in the office of Chief Conservator of Forests, Mangroves Sindh, situated at Forest Campus, Model Colony, Jinnah Avenue Malir, Karachi by Consultant Selection Committee in presence of the bidders or their representatives who intend to be present. In case of any holiday announced by the Government, the bids shall be opened on next working day.
9. Single Stage Two Envelop Bidding Procedure shall be followed as per Rule-46(2) of SPPR 2010 (Amended from time to time) wherein, the bid shall comprise a single package containing two separate envelopes. Each envelop shall contain separately the financial proposal and the technical proposal.

10. Bid Security 2.0% of Bid Price shall be submitted in shape of Pay Order/Call Deposit in favour of Divisional Forest Officer, Coastal Forest Division (LB), Sujawal at Karachi in the Envelope of Financial Proposal.
11. The Proposal shall be submitted in sealed envelope at the office of Chief Conservator of Forests, Mangroves Sindh situated at Forest Campus, Model Colony, Jinnah Avenue Malir, Karachi (Tel. 021-3400236-5). The envelope containing Technical Proposal shall be opened in the presence of bidders who wish to attend. Financial Proposal of only Technically Qualified bidders will be opened on a date communicated later.
12. Bids received after the prescribed time and date shall not be entertained. Incomplete bids will be rejected.
13. This advertisement and Bidding Document are also available on the website of Sindh Public Procurement Regulatory Authority (SPPRA).
14. The procuring agency may reject all or any bid subject to the relevant provision of SPPRA Rules, 2010 (Amended from time to time).



Chief Conservator of Forests
Mangroves, Sindh at Karachi/
Convenor of Consultant Selection Committee



OFFICE OF THE PROJECT DIRECTOR
AFFORESTATION & REFORESTATION OF DEGRADED FOREST
ECOSYSTEMS FOR ENHANCING CARBON SEQUESTRATION TO
SECURE CARBON FINANCING, SINDH AT HYDERABAD



No.D.IV(a)/ARECS/-462

Hyderabad,

dated

26/01/2026

To

The Manager Assessment
Sindh Public Procurement, Regulatory Authority
Karachi.

Subject: **HOSTING OF TENDER/ADVERTISEMENT DOCUMENTS ON
AUTHORITY'S WEBSITE.**

It is submitted that following documents regarding advertisement for Expression of Interest (EOI) for hiring of Consulting Firm/Consortium under the development scheme titled "Afforestation & Reforestation of Degraded Forest Ecosystems for Enhancing Carbon Sequestration to Secure Carbon Financing" in Forest Department, Government of Sindh are enclosed herewith for uploading/hosting on authority's website.

1. Advertisement of Request for Expression of Interest (EOI) for hiring of consulting firm/ consortium.
2. Annual Procurement Plan for the CFY-2025-26.
3. Complete set of Request for Proposal (RFP) documents in hard/soft form including evaluation/eligibility criteria.
4. Notification of Consultant Selection Committee.
5. Notification of Complaint Redressal Committee.
6. D.D.No. dated amounting to Rs..... in favour of Deputy Director, Finance & Admin, SPPRA, Karachi.

This is for favour of kind information and further necessary action into the matter.

(Saeed Ahmed Pirani)
Project Director

Afforestation & Reforestation of Degraded
Forest Ecosystems for Enhancing Carbon
Sequestration to Secure Carbon Financing
Sindh at Hyderabad

Cc:

Convenor, Consultant Selection Committee/ Chief Conservator of Forests,
Mangroves, Sindh at Karachi.

**ANNUAL PROCUREMENT PLAN
(WORKS, GOODS & SERVICES)
Financial Year 2025-26**

Sr. #	Description of procurement	Quantity (where applicable)	Estimated unit cost (where applicable)	Estimated total cost	Funds allocated	Source of funds (ADP/ Non ADP)	Proposed procurement method	Timing of procurement				Remarks
								1 st Qtr.	2 nd Qtr.	3 rd Qtr.	4 th Qtr.	
1.	Preparation of Carbon Credit Project Design Document, Registration, Validation, Verification and Issuance of Carbon Credits under the ADP approved development scheme titled "Afforestation & Reforestation of Degraded Forest Ecosystems for Enhancing Carbon Sequestration to Secure Carbon Financing"	01 Job	Rs.50.00 M	Rs.50.00 M	Rs.50.00 M	ADP No.894 of 2025-26	Single stage – Two envelop procedure			√		


Project Director

Afforestation & Reforestation of Degraded
Forest Ecosystems for Enhancing Carbon
Sequestration to Secure Carbon Financing
Sindh at Hyderabad



NOTIFICATION

No. F&W(SOII)GIS/SFMP/2020 In pursuance of Rule-67 of the Sindh Public Procurement Rules, 2010 (Amended 2019), the Consultant Selection Committee for procuring consulting services for preparing carbon credit design and validation under the approved development scheme ADP # 894 titled "Afforestation & Reforestation of Degraded Forest Ecosystems for Enhancing Carbon Sequestration to Secure Carbon Financing" (ARECS) is hereby constituted with following composition and functions & responsibilities:-

1.	Chief Conservator of Forests, Mangroves, Sindh, Karachi	Convenor
2.	Project Director, "Afforestation & Reforestation of Degraded Forest Ecosystems for Enhancing Carbon Sequestration to Secure Carbon Financing" Sindh at Hyderabad	Member-cum-Secretary
3.	Representative of Planning & Development Department, Govt. of Sindh (not below the rank of BS-18)	Member
4.	Representative of Finance Department, Govt. of Sindh (not below the rank of BS-18)	Member
5.	Representative of Environment, Climate Change & Coastal Development Department Govt. of Sindh (note below the rank of BS-18)	Member
6.	Divisional Forest Officer, Planning Division, Riverine & Inland Forests, Sindh, Hyderabad.	Co-opted Member

Functions & responsibilities

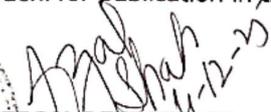
- 1) Approval of Request for Proposal (RFP) before issuance;
- 2) Evaluation of technical and financial proposals, according to the selection method and evaluation criteria mentioned in the Request for Proposal.
- 3) Finalization of the recommendation based on the evaluation as mentioned at (2) above.

(NAJABUDDIN SAHITO)
SECRETARY TO GOVERNMENT OF SINDH

No. F&W (SOII)/ADP 894/2025-26 Karachi, dated the December, 2025

A copy is forwarded to:

1. The Chairman, Planning & Development Board, Planning & Development Department, Government of Sindh, Karachi.
2. The Secretary, Finance Department, Government of Sindh, Karachi.
3. The Secretary, Environment, Climate Change & Coastal Development Department, Govt. of Sindh, Karachi.
- ✓ 4. The Project Director, Afforestation & Reforestation of Degraded Forest Ecosystems for Enhancing Carbon Sequestration to Secure Carbon Financing, Sindh at Hyderabad.
5. The Chief Conservator of Forests, Riverine & Inland Forests, Sindh at Hyderabad.
6. The Chief Conservator of Forests, Mangroves, Sindh at Karachi.
7. The Publisher, Sindh Government Printing Press Karachi for publication in the next issue of the Government Gazette.
8. All committee members.


SECTION OFFICER-II
FOR SECRETARY TO GOVERNMENT OF SINDH

draft esc for carbon consultat under arecs scheme

REQUEST FOR PROPOSAL (RFP)



**Hiring of Consulting Firm/ Consortium for
Preparation of Carbon Credit Project Design Document,
Registration, Validation, Verification and Issuance of Carbon
Credits under the approved development scheme titled**

**AFFORESTATION & REFORESTATION OF DEGRADED FOREST
ECOSYSTEMS FOR ENHANCING CARBON SEQUESTRATION TO
SECURE CARBON FINANCING**



Procuring Agency:

SINDH FOREST DEPARTMENT

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Section 1. Letter of Invitation

Letter of Invitation

No.D.IV(a)/-

Hyderabad, dated /12/2025

M/s _____

Dear Mr./Ms.:

1. Sindh Forest Department, Government of Sindh (hereinafter called "Procuring Agency") now invites proposals to provide the following consulting services:

Preparation of Carbon Credit Project Design Document, Registration, Validation, Verification and Issuance of Carbon Credits under the approved development scheme titled "Afforestation & Reforestation of Degraded Forest Ecosystems for Enhancing Carbon Sequestration to Secure Carbon Financing".

More details on the services are provided in the Terms of Reference.

3. This Request for Proposal (RFP) has been addressed to the following shortlisted/pre-qualified/interested Consulting Firm/ Consortium:

NOT APPLICABLE

It is not permissible to transfer this invitation to any other firm.

4. A firm will be selected under "**Quality & Cost Based Selection Method**" and procedures described in this RFP, in accordance with the SPPR 2010 (Amended 2019).
5. The RFP includes the following documents:
 - Section 1 - Letter of Invitation
 - Section 2 - Instructions to Consulting Firm/ Consortium (including Data Sheet)
 - Section 3 - Technical Proposal - Standard Forms
 - Section 4 - Financial Proposal - Standard Forms and Terms of Reference
 - Section 5 - Standard Forms of Contract

6. Please inform us in writing at

- i) **Chief Conservator of Forests, Mangroves Sindh, Forest Campus, Jinnah Avenue Model Colony, Malir Karachi**, upon receipt:

(a) *that you received the Letter of Invitation; and*

(b) *whether you will submit a proposal alone or in association.*

Yours sincerely,

(Riaz Ahmed Wagan)
Chief Conservator of Forests
Mangroves, Sindh at Karachi

Section 2. Instructions to Consulting Firm/ Consortium

Instructions to Consulting Firm/ Consortium

[Note to the Procuring Agency, this Section 2 - Instructions to Consulting Firm/ Consortium shall not be modified. Any necessary changes, acceptable to the Procuring Agency, shall be introduced only through the Data Sheet (e.g., by adding new reference paragraphs)]

Definitions

- (a) “Procuring Agency (PA)” means the department with which the selected Consulting Firm/ Consortium signs the Contract for the Services.
- (b) “Consulting Firm/ Consortium” 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 Firm/ Consortium, 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 Consulting Firm/ Consortium that is used to reflect specific assignment conditions.
- (e) “Day” means calendar day including holiday.
- (f) “Government” means the Government of Sindh.
- (g) “Instructions to Consulting Firm/ Consortium” (Section 2 of the RFP) means the document which provides shortlisted Consulting Firm/ Consortium with all information needed to prepare their Proposals.
- (h) “LOI” (Section 1 of the RFP) means the Letter of Invitation sent by the procuring agency to the Consulting Firm/ Consortium.
- (i) “Proposal” means the Technical Proposal and the Financial Proposal.
- (j) “RFP” means the Request for Proposal prepared by the procuring Agency for the selection of Consulting Firm/ Consortium.
- (k) “Sub-Consulting Firm/ Consortium” means any person or entity to whom the Consulting Firm/ Consortium 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 agency and the Consulting Firm/ Consortium, and expected results and deliverables of the assignment.

2. Introduction

- 2.1 The Procuring agency named in the Data Sheet will select a Consulting Firm/ Consortium from those listed in the Letter of Invitation, in accordance with the method of selection specified in the Data Sheet.
- 2.2 The eligible Consulting Firm/ Consortium (shortlisted if so) are invited to submit 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 Consulting Firm/ Consortium.
- 2.3 Consulting Firm/ Consortium should familiarize themselves with rules / conditions and take them into account while preparing their Proposals. Consulting Firm/ Consortium are encouraged to attend a pre-proposal conference if one is specified in the Data Sheet. Attending the pre-proposal conference is, however optional. Consulting Firm/ Consortium may liaise with procuring agency's representative named in the Data Sheet for gaining better insight into the assignment.
- 2.4 Consulting Firm/ Consortium shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Procuring Agency reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consulting Firm/ Consortium.
- 2.5 Procuring Agency may provide facilities and inputs as specified in Data Sheet.

3. Conflict of Interest

- 3.1.1 Consulting Firm/ Consortium are required to provide professional, objective, and impartial advice and holding the Procuring Agency interest paramount. They shall strictly avoid conflict with other assignments or their own corporate interest. Consulting Firm/ Consortium have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the Procuring Agency, or that may reasonably be perceived as having such effect. Failure to disclose said situations may lead to the disqualification of the Consulting Firm/ Consortium or the termination of its Contract.
- 3.1.2 Without limitation on the generality of the foregoing, Consulting Firm/ Consortium, 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 Consulting Firm/ Consortium that has been engaged by the procuring agency 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 Consulting Firm/ Consortium (including its Personnel and Sub- Consulting Firm/ Consortium) 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 Consulting Firm/ Consortium to be executed for the same or for another Procuring Agency.
- (iii) A Consulting Firm/ Consortium (including its Personnel and Sub- Consulting Firm/ Consortium) that has a business or family relationship with a member of the Procuring Agency's staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the assignment, (ii) the selection process for such assignment, or (iii) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved.

Conflicting Relationships

- 3.2 Government officials and civil servants may be hired as Consulting Firm/ Consortium only if:
- (i) They are on leave of absence without pay;
 - (ii) They are not being hired by the agency 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 Consulting Firm/ Consortium 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 Agency follows the instructions contained in Sindh Public Procurement Rules 2010 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 35 of SPPR 2010, “The PA 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 SPPRA. Provided that any supplier or contractor who is to be blacklisted shall be accorded adequate opportunity of being heard”.

5. Integrity Pact

Pursuant to Rule 89 of SPPR 2010 Consulting Firm/ Consortium 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 Consulting Firm/ Consortium

6.1 If short listing process has been undertaken through REOI, as outlined under Rule 73 and 74 of SPPR2010 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 Consulting Firm/ Consortium emerging from request of expression of interest are eligible.

7. Eligibility of Sub- Consulting Firm/ Consortium

A shortlisted Consulting Firm/ Consortium would not be allowed to associate with Consulting Firm/ Consortium who have failed to qualify the short listing process.

8. Only one Proposal

Shortlisted Consulting Firm/ Consortium may only submit one proposal. If a Consulting Firm/ Consortium submits or participates in more than one proposal, such proposals shall be disqualified. Participation of the same Sub- Consulting Firm/ Consortium, 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, Consulting Firm/ Consortium shall maintain the availability of Professional staff nominated in the Proposal. The Procuring Agency will make its best effort to complete negotiations within this period. Should the need arise; however, the Procuring Agency may request Consulting Firm/ Consortium to extend the validity period of their proposals. Consulting Firm/ Consortium 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, Consulting Firm/ Consortium may submit new staff in replacement, who would be considered in the final evaluation for contract award.

Consulting Firm/ Consortium who do not agree have the right to refuse to extend the validity of their Proposals.

9.2 Consulting Firm/ Consortium shall submit required bid security along defined in the data sheet (one percent) of bid amount).

10. Clarification and Amendment in RFP Documents

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

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

11. Preparation of Proposals

11.1 In preparing their Proposal, Consulting Firm/ Consortium are expected 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/ services or the budget required for executing the assignment including services should be shown in the data sheet, but not both. However, proposal shall be based on the professional staff month/ service charges or budget estimated by the Consulting Firm/ Consortium.

12. Language

The Proposal as well as all related correspondence exchanged by the Consulting Firm/ Consortium and the Procuring Agency 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, Consulting Firm/ Consortium must give particular attention to the following:

- (i) If a Consulting Firm/ Consortium considers that it does not have all the expertise and equipment/ technology access for the assignment, it has to obtain a full range of expertise by associating with individual Consulting Firm/ Consortium(s) and/or other firms or entities in a joint venture or sub- consultancy to ensure deliverability of the assignment. The international Consulting Firm/ Consortium are encouraged to seek the participation of local Consulting Firm/ Consortium by entering into a joint venture with, or subcontracting part of the assignment to, national Consulting Firm/ Consortium.
- (ii) For assignments (imageries, platform, consulting/ trainings and data analysis) 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 and cost of services and platform development by the Consulting Firm/ Consortium. 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 Consulting Firm/ Consortium organization and its technology partners (with its profile/s) 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 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 PA (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 Consulting Firm/ Consortium/ professional experience and degree of responsibility held in various assignments during the last (PA may give number of years as per their requirement) years.
- (v) A detailed description of the proposed methodology, work plan for performing the assignment, staffing, and monitoring of training, if the Data Sheet specifies 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 (imageries, platform development and consulting/ user trainings). Consulting Firm/ Consortium 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 Consulting Firm/ Consortium 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 (in this RFP, being only Quality & Cost Based Selection Method, the financial proposal should be later and separately be submitted) 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 Consulting Firm/ Consortium (Individual Consulting Firm/ Consortium). 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 PA no later than the time and the date indicated in the Data Sheet, or any extension to this date. Any proposal received by the PA after the deadline for submission shall be returned unopened. In order to avoid any delay arising from the postal or PA's internal dispatch workings, Consulting Firm/ Consortium 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 Consulting Firm/ Consortium should not contact the PA on any matter related to its Technical and/or Financial Proposal. Any effort by Consulting Firm/ Consortium to influence the PA in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Consulting Firm/ Consortium' 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 Consulting Firm/ Consortium's Qualifications, and Single-Source Selection, the highest ranked Consulting Firm/ Consortium 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 PA shall notify in writing Consulting Firm/ Consortium that have secured the minimum qualifying marks, the date, time and location, allowing a reasonable time, for opening the Financial Proposals. Consulting Firm/ Consortium' attendance at the opening of Financial Proposals is optional.

Financial proposals of those Consulting Firm/ Consortium 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 Consulting Firm/ Consortium' representatives who choose to attend. The name of the Consulting Firm/ Consortium and the technical scores of the Consulting Firm/ Consortium shall be read aloud. The Financial Proposal of the Consulting Firm/ Consortium 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 Consulting Firm/ Consortium.

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 under:

Identify the Benchmark (Fm). The lowest qualified bid becomes the "100-point" benchmark. The other bids will be evaluated relative to this benchmark. For example:

Bidder A: 45 Million (the lowest) ---- This is the lowest bid / benchmark (Fm).
 Bidder B: 48 Million (Lower than estimated budget)
 Bidder C: 50 Million (On budget)

The financial scores will be calculated using the formula $Sf = 100 \times (Fm / F)$
 The scores of other bids will be calculated relative to the lowest (48 million) bid.

Bidder	Price (F)	Financial Score Calculation	Sf Result
Bidder A	45M	$100 \times (45 / 45)$	100.0
Bidder B	48M	$100 \times (45 / 48)$	93.75
Bidder C	50M	$100 \times (45 / 50)$	90.0

19.5 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.

19.6 In the case of **Fixed-Budget and Quality Based Selection**, the Procuring Agency 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 Consulting Firm/ Consortium 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 PA proceeding to negotiate with the next-ranked Consulting Firm/ Consortium. Representatives conducting negotiations on behalf of the Consulting Firm/ Consortium 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 Consulting Firm/ Consortium to improve the Terms of Reference. The PA and the Consulting Firm/ Consortium 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 PA and the Consulting Firm/ Consortium, will become part of Contract Agreement.

22. Financial negotiations

22.1 If applicable, it is the responsibility of the Consulting Firm/ Consortium, before starting financial negotiations, to contact the local tax authorities to determine the tax amount to be paid by the Consulting Firm/ Consortium 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. Consulting Firm/ Consortium will provide the PA 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 Consulting Firm/ Consortium on the basis of, among other things, an evaluation of proposed Professional staff, the PA expects to negotiate a Contract on the basis of the Professional staff and access to technology named in the Proposal. Before contract negotiations, the PA will require assurances that the Professional staff and access to technology will be actually available. The PA 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 and access to technology were offered in the proposal without confirming their availability, the Consulting Firm/ Consortium may be disqualified. Any proposed substitute arrangement shall have equivalent or better qualifications (access to technology) and experience than the original candidate and be submitted by the Consulting Firm/ Consortium within the period of time specified in the letter of invitation to negotiate.

24. Award of Contract

24.1 After completing negotiations, the Procuring Agency shall award the Contract to the selected Consulting Firm/ Consortium and within seven days of the award of contract, Procuring Agency 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.

24.2 After publishing of award of contract Consulting Firm/ Consortium required to submit a performance security at the rate indicated in date sheet.

24.3 The Consulting Firm/ Consortium 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 Consulting Firm/ Consortium 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 Consulting Firm/ Consortium of confidential information related to the process may result in the rejection of its Proposal.

Data Sheet

1.1	<p>Name of the Assignment is: <i>Preparation of Carbon Credit Project Design Document, Registration, Validation, Verification and Issuance of Carbon Credits under the ADP approved development project titled "Afforestation & Reforestation of Degraded Forest Ecosystems for Enhancing Carbon Sequestration to Secure Carbon Financing"</i>.</p> <p>The Name of the PA's official (s): i) <u>Chief Conservator of Forests, Mangroves, Sindh</u> Address: <u>Forest Campus, Model Colony, Jinnah Avenue Malir, Karachi (Tel. 021-34400235)</u> Email: <u>dfophyd@gmail.com</u></p>
1.2	<p>The method of selection is: Quality & Cost Based Selection Method</p> <p>Single Stage Two Envelop Bidding Procedure shall be followed as per Rule-46(2) of SPPR 2010 (Amended from time to time)</p> <p><u>The Edition of the Guidelines is: SPPRA Guidelines</u></p>
1.3	<p>Financial Proposal to be submitted after Technical Proposal:</p> <p>Yes _____ No <input checked="" type="checkbox"/></p>
1.4	<p>The PA will provide the following inputs and facilities:</p> <ol style="list-style-type: none"> 1. GPS Coordinates/ KML files / Polygon of the project area 2. Geotagged photographs of the project area 3. Concerned forest officer will accompany with the Consulting Firm/ Consortium during site visit / verification 4.
1.5	<p>The Proposal submission address is: i) <u>Chief Conservator of Forests, Mangroves, Sindh</u> Address: <u>Forest Campus, Model Colony, Jinnah Avenue Malir, Karachi (Tel. 021-34400235)</u> Email: <u>dfophyd@gmail.com</u></p> <p>Proposals must be submitted no later than the following date and time: 23.02.2026 11:00 A.M</p>
1.6	<p>Expected date for commencement of consulting services</p> <p>15.03.2026</p> <p>at: Forest Campus, Model Colony, Jinnah Avenue Malir, Karachi</p>
9.1	<p>Proposals validity shall not be more than 90 days.</p>

10.1	<p>Clarifications may be requested not later than five days before the submission date.</p> <p>The address for requesting clarifications is: i) Chief Conservator of Forests, Mangroves, Sindh Address: Forest Campus, Model Colony, Jinnah Avenue Malir, Karachi (Tel. 021-34400235)</p>
12	<p>The Proposal as well as all related correspondence exchanged by the Consulting Firm/ Consortium and the Procuring Agency shall be written in English.</p>
6.1	<p>Shortlisted Consulting Firm/ Consortium may associate with other shortlisted Consulting Firm/ Consortium:</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
11.2	<p><i>[Select one of the following two sentences]</i></p> <p>The estimated number of professional staff-months required for the assignment is: _____</p> <p>or:</p> <p>The available budget is: Rs.50.00 million</p> <p>The Financial Proposal shall not exceed the available budget of: Rs.50.00 Million</p>
13.1	<p>The format of the Technical Proposal to be submitted is: FTP <input checked="" type="checkbox"/> or STP <input type="checkbox"/></p>
13.2(vii)	<p>Training is a specific component of this assignment: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <i>[If yes, provide appropriate information]:</i></p> <p>The Consulting Firm/ Consortium shall organize, design and deliver training sessions/ workshops for 20-25 forest officers on carbon financing, monitoring, reporting, and verification (MRV). Travelling, lodging & boarding charges of participants will be borne by the Consulting Firm/ Consortium.</p>

14.1	<p><i>[List the applicable Reimbursable expenses in foreign and in local currency. A sample list is provided below for guidance: items that are not applicable should be deleted, others may be added. If the PA wants to define ceilings for unit prices of certain Reimbursable expenses, such ceilings should be indicated in this Section]</i></p> <p style="text-align: center;">NOT APPLICABLE</p> <p>(1) a per diem allowance in respect of Personnel of the Consulting Firm/ Consortium for every day in which the Personnel shall be absent from the home office and, as applicable, outside the beneficiary country for purposes of the Services;</p> <p>(2) cost of necessary travel, including transportation of the Personnel by the most appropriate means of transport and the most direct practicable route;</p> <p>(3) cost of office accommodation, investigations and surveys;</p> <p>(4) cost of applicable international or local communications such as the use of telephone and facsimile required for the purpose of Consulting Services;</p> <p>(5) cost, rental and freight of any instruments or equipment required to be provided by the Consulting Firm/ Consortium for the purposes of Consulting Services;</p> <p>(6) cost of printing and dispatching of the reports to be produced for Consulting Services;</p> <p>(7) other allowances where applicable and provisional or fixed sums (if any); and</p> <p>(8) cost of such further items required for purposes of the Services not covered in the foregoing.</p>
15.1	<p>Amounts payable by the PA to the Consulting Firm/ Consortium under the contract to be subject to local taxation, stamp duty and service charges, if applicable___:</p> <p>All local and national taxes applicable would be deducted at source as per provision of prevailing tax rules.</p>
6.3	<p>Consulting Firm/ Consortium to state local cost in the national currency (in case of ICB only):</p> <p>Yes <input checked="" type="checkbox"/> No ___</p>
16.2	<p>Consulting Firm/ Consortium must submit the original and 02 (Two) copies of the Technical Proposal and 02 (Two) copies Financial Proposal.</p>

13.1

Choose only one of the below options:

Option A

Criteria, sub-criteria, and point system for the evaluation of Full Technical Proposals are:

<p>A) Financial Capability</p>	<p>Maximum Points – 25</p>
<p>A – 1) Net worth</p> <p>The Bidder must have a net worth of at least PKR 200,000,000/- (Rupees Two Hundred Million only). Net worth of PKR 200,000,000/- (Rupees Two hundred Million only) will be awarded 15 marks. For each increment of PKR 10,000,000/- (Rupees Ten Million only) above the minimum, 1 mark will be awarded till the maximum of 20 marks is reached.</p> <p>(the Bidder/each Consortium Member shall submit audited financial statements for the last three (3) years to demonstrate their collective capability for this criteria).</p>	<p>Maximum Points – 20</p>
<p>A – 2) Turnover</p> <p>a) Rs.200 Million and above 05 points b) Rs.100 Million & below 200 Million ... 2.5 points c) Rs.50 Million & below 100 Million1.25 points</p>	<p>Maximum Points - 5</p>
<p>B) Project Development Experience</p> <p>The following categories of experience would qualify as technical capability and eligible experience:</p> <p>(Note: With respect to the relevant category, the Bidding Firm must provide project completion certificates or any other evidence of completion for projects mentioned in the submitted Bid. The certificates, documents, reports must have been issued by the sponsors of the projects. This experience must have been gained within the last ten (10) years.).</p>	<p>Maximum Points – 35</p>
<p>(i) Category 1: Development Experience in Forestry Projects</p> <p>The Bidding Firm has successfully completed at least one (1) Agriculture, Forestry and Other Land Use (AFOLU) project that includes afforestation and reforestation, agroforestry, forest management, carbon market development projects, nature-based carbon emission reduction with successful generation and trading of verified carbon credits.</p> <p>Each of the implemented projects must have a cost of at least PKR 200,000,000/- (Rupees Two Hundred Million only) or cover an area of at least five thousand (5,000) hectares.</p> <p>Projects must demonstrate climate change mitigation and adaptation benefits and be validated/verified with one of the recognized Carbon Standards (e.g., Verified Carbon Standard, Gold Standard, Plan Vivo, Open Forest Protocol, Climate Action Reserve, American Carbon Registry, Clean Development Mechanism, etc.).</p> <p>The Bidding Firm must have staff in their teams with expertise in carbon projects management, carbon standards, monitoring, reporting, and</p>	

verification (MRV) and AFOLU methodologies, GHG accounting, and carbon markets, institutional capacity building and conducting trainings or have contractual agreements with professionals who have expertise in these areas.

(ii) Category 2: Experience with Climate Change Projects

The Bidding Firm has proven expertise in climate mitigation and adaptation projects other than AFOLU, in at least one (1) of the following areas: (a) energy; industrial products and processes; and (c) waste sector; and must have implemented such projects in the last ten (10) years.

Projects must demonstrate climate change mitigation and be verified/ validated with one of the recognized Carbon Standards (e.g., Verified Carbon Standard, Gold Standard, Plan Vivo, Climate Action Reserve, American Carbon Registry, Clean Development Mechanism, etc.).

The Bidding Firm must have staff in their teams with expertise in carbon projects management, carbon standards, monitoring, reporting, and verification (MRV) and their applicable methodologies, GHG accounting, and carbon markets, institutional capacity building and conducting trainings or have contractual agreements with professionals who have expertise in these areas.

Each of the implemented projects must have a cost of at least PKR 200,000,000/- (Rupees Two Hundred Million only).

(iii) Category 3: Experience with Agro-based Manufacturing

The Bidding Firm, directly or indirectly, has been involved in projects or business related to agro-based industry involving supply chain solutions / food processing or value-added product manufacturing.

Bidding Firm must have a minimum average turnover of PKR 125,000,000/- (Pakistani Rupees One Hundred Twenty-Five Million only) for last three (3) years.

The following scores will be allocated to each category:

Category 1 – 25 marks for the first completed project and 10 marks for each subsequent completed project up to maximum 35 marks.

Category 2 – 25 marks for the first completed project and 05 marks for each subsequent completed project up to maximum 35 marks.

Category 3 – 25 marks for PKR 125,000,000/- (Pakistani Rupees One Hundred Twenty-Five Million only) and 01 marks for every additional PKR 10,000,000/- (Pakistani Rupees Ten Million only) up to maximum 35 marks.

(Note: Any specific project can only be quoted for one category. If multiple projects are shown, the total marks will be aggregated up till the maximum 35 marks. If a Bidding Firm's quoted project qualifies under multiple categories, the category in which the highest marks will be allocated shall be considered the relevant category for evaluation.)

	<p>Project Manager / Team Leader – 10 marks Ph.D. or Master’s degree in forestry, agriculture, or environmental sciences with fifteen (15) years overall experience in managing large-scale forest restoration, conservation or sustainable forest management projects or Afforestation, Reforestation or Revegetation (ARR) projects, Improved Forest Management (IFM) projects, or Reducing Emissions from Deforestation and Forest Degradation (REDD) projects, or other sustainable land management projects in the AFOLU sector, or having a Bachelor of Science degree in forestry, agriculture or environmental sciences with at least at least twenty (20) years overall experience in the above mentioned projects, out of which ten (10) years relevant experience (detailed CV along with a copy of degree to be submitted).</p> <p>Forest Carbon Accounting or General Greenhouse Gas Accounting Specialist – 5 marks Must have a Master’s degree in Natural Sciences or Social Sciences or Business subjects with specialized certification in GHG accounting and overall experience of at least ten (10) years and relevant experience of at least two (2) years (detailed CV along with a copy of degree to be submitted)</p> <p>Carbon Finance and Carbon Markets Expert – 5 marks Must have a Master’s degree / professional accountancy certification in relevant field, with at least ten (10) years overall experience and relevant experience of at least two (2) years (detailed CV along with a copy of degree to be submitted)</p> <p>Financial Analyst – 2.5 marks Must hold a Master’s degree in Commerce or Finance field with at least ten (10) years overall experience out of which two (2) years relevant experience (detailed CV along with a copy of degree to be submitted)</p> <p>Social Specialist – 2.5 marks Must hold a Master’s degree in Social Sciences field with at least ten (10) years overall experience out of which two (2) years relevant experience (detailed CV along with a copy of degree to be submitted)</p> <p>CVs in the manner and form format provided in this Request for Proposal would be provided for these experts, who should either be employees of the Bidder/any Consortium Member or be associated with them through binding contracts</p>	<p>Maximum Points – 25</p>
	<p>D) Approach and Methodology</p>	<p>Maximum Points – 15</p>
	<p>D – 1) Project Understanding and Approach: Demonstration of a clear understanding of the project's objectives and challenges in accordance with the RFP.</p>	<p>Maximum Points – 5</p>
	<p>D – 2) Methodology and Work Plan: Proposed methodology for project design, planning, development, implementation, financing, stakeholder engagement, monitoring, reporting, knowledge and technology transfer, etc., in accordance with the RFP</p>	<p>Maximum Points – 10</p>
	<p>Total for the above three criteria: 100 Points The minimum technical score (St) required to pass is: 75 Points</p>	

Option B NOT APPLICABLE

Criteria, sub criteria, and point system for the evaluation of Simplified Technical Proposals are:

	<u>Points</u>
(i) Adequacy of the proposed technical approach, methodology and work plan in responding to the Terms of Reference ¹ : [20 – 40]	
(ii) Key professional staff qualifications and competence for the assignment:	
a) Team Leader	[Insert points]
b) [Insert position or discipline as appropriate]	[Insert points]
c) [Insert position or discipline as appropriate]	[Insert points]
d) [Insert position or discipline as appropriate]	[Insert points]
e) [Insert position or discipline as appropriate]	[Insert points]
Total points for criterion (ii): [60 - 80]	

The number of points to be assigned to each of the above positions or disciplines shall be determined considering the following three sub-criteria and relevant percentage weights:

- | | |
|--------------------------------------|------------------------------------|
| 1) General qualifications | [Insert weight between 20 and 30%] |
| 2) Adequacy for the assignment | [Insert weight between 50 and 60%] |
| 3) Experience in region and language | [Insert weight between 10 and 20%] |

Total weight: 100%

Total points for the two criteria: 100

When sub criteria are provided, which is always the case for “adequacy of the proposed methodology and work plan” and “qualifications and competence of key staff” , for practical reasons the number of sub-criteria should be kept to a minimum..... (typically no more than three for each criterion).

Since sub criteria and their weighting determine the outcome of the evaluation, they should be chosen considering the aspects that are critical to the success of the assignment.

Evaluation criteria and sub-criteria, associated points, and the rating system form an arithmetic model to assess the technical merit of the proposals.

¹ Consideration may also be given to the number of pages submitted as compared to the number recommended under para. 3.4 (c) (ii) of these Instructions.

All adopted sub-criteria should be specified in the RFP. The points allocated to each of the sub-criteria under “qualifications and competence of key staff” must be indicated in the RFP.

The minimum technical score S_t required to pass is: ___Points [*Insert number of points*]

Remuneration Type (*Insert either “Time Based” or “Lump Sum”*): Lump Sum (2 years time for mapping and afterwards O&M)

The single currency for price conversions is: _____

19.4 Criteria and point system for the evaluation of Financial Proposals are:

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 under:

Identify the Benchmark (Fm). The lowest qualified bid becomes the "100-point" benchmark. The other bids will be evaluated relative to this benchmark. For example:

Bidder A: 45 Million (the lowest) ---- This is the lowest bid / benchmark (Fm).

Bidder B: 48 Million (Lower than estimated budget)

Bidder C: 50 Million (On budget)

The financial scores will be calculated using the formula $S_f = 100 \times (F_m / F)$

The scores of other bids will be calculated relative to the lowest (45 million) bid.

Bidder	Price (F)	Financial Score Calculation	Sf Result
Bidder A	45M	$100 \times (45 / 45)$	100.0
Bidder B	48M	$100 \times (45 / 48)$	93.75
Bidder C	50M	$100 \times (45 / 50)$	90.0

Financial capability of the firm shall be submitted with documentary proofs.

20.1 Expected date and address for contract negotiations: _____

24.2 Successful Consulting Firm/ Consortium is required to submit performance security in form of pay order, demand draft or bank guarantee (PA shall insert amount but not more than 10% of the contract amount). **1%**

5.1 Consulting Firm/ Consortium undertake to sign Integrity Pact for the procurement estimated to exceed Pak Rs.2.5 million.

Section 3. Technical Proposal - Standard Forms

[Comments in brackets] provide guidance to the shortlisted Consulting Firm/ Consortium for the preparation of their Technical Proposals; they should be deleted from the Technical Proposals to be submitted.]

Refer to Reference Paragraph 3.4 of the Data Sheet for format of Technical Proposal to be submitted, and paragraph 3.4 of Section 2 of the RFP for Standard Forms required and number of pages recommended.

Form TECH-1.	Technical Proposal Submission Form	21
Form TECH-2.	Consulting Firm/ Consortium's Organization and Experience	22
A - Consulting Firm/ Consortium's Organization		22
B - Consulting Firm/ Consortium's Experience		23
Form TECH-3.	Comments and Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be Provided by the PA	24
A - On the Terms of Reference		24
B - On Counterpart Staff and Facilities		25
Form TECH-4.	Description of Approach, Methodology and Work Plan for Performing the Assignment	26
Form TECH-5.	Team Composition and Task Assignments	27
Form TECH-6.	Curriculum Vitae (CV) for Proposed Professional Staff	28
Form TECH-7.	Staffing Schedule ¹	30
Form TECH-8.	Work Schedule	31

FORM TECH-1. TECHNICAL PROPOSAL SUBMISSION FORM

[Location, Date]

To:

The Chief Conservator of Forests, Mangroves, Sindh, Forest Campus, Jinnah Avenue Model Colony, Malir Karachi (Tel. 021-34400235)

We, the undersigned, offer to provide the consulting services for **“Preparation of Carbon Credit Project Design Document, Registration, Validation, Verification and Issuance of Carbon Credits under the ADP approved development project titled “Afforestation & Reforestation of Degraded Forest Ecosystems for Enhancing Carbon Sequestration to Secure Carbon Financing”**” 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 envelope¹.

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: _____

¹ [In case Paragraph Reference 1.2 of the Data Sheet requires to submit a Technical Proposal only, replace this sentence with: “We are hereby submitting our Proposal, which includes this Technical Proposal only.”]

² [Delete in case no association is foreseen.]

For FTP Only

**FORM TECH-2. CONSULTING FIRM/ CONSORTIUM'S ORGANIZATION
AND EXPERIENCE**

***A - Consulting Firm/ Consortium's
Organization***

[Provide here a brief (two pages) description of the background and organization of your firm/entity and each associate for this assignment.]

B - Consulting Firm/ Consortium's Experience

[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted either individually or as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment. Use 20 pages.]

Assignment name: _____	Approx. value of the contract (in PKR, current US\$ or Euro): _____
Country: _____ Location within country: _____	Duration of assignment (months): _____
Name of PA: _____	Total No of staff-months of the assignment: _____
Address: _____	Approx. value of the services provided by your firm under the contract (in PKR, current US\$ or Euro): _____
Start date (month/year): Completion date (month/year): _____	No of professional staff-months provided by associated Consulting Firm/ Consortium: _____
Name of associated Consulting Firm/ Consortium, if any: _____	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader): _____
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Firm's Name: _____

For FTP Only

FORM TECH-3. COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE AND ON COUNTERPART STAFF AND FACILITIES TO BE PROVIDED BY THE PA

A - On the Terms of Reference

[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]

B - On Counterpart Staff and Facilities

[Comment here on counterpart staff and facilities to be provided by the PA according to Paragraph Reference 1.4 of the Data Sheet including: administrative support, office space, local transportation, equipment, data, etc.]

FORM TECH-4. DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

GENERAL INSTRUCTIONS:

- (a) Provide a detailed description of the technical approach and methodology proposed to undertake the scope of work under the RFP.
- (b) Clearly explain how the proposed approach addresses the project objectives, challenges, and requirements.
- (c) Include innovative methodologies, tools, or technologies (if applicable).
- (d) Ensure alignment with international best practices and relevant carbon standards in the compliance and voluntary carbon markets.
- (e) Use additional sections or subsections if needed to explain complex processes.

TECHNICAL APPROACH:

(a) Overview of the Approach:

- Provide a high-level summary of your technical approach to the project. This includes:
 - ❖ Providing a comprehensive explanation of their understanding of the objectives and scope of the Project.
 - ❖ Demonstrating an understanding of the unique aspects of the Riverine and Inland Forest Ecosystems, Rangeland Ecosystem and Social Forestry Ecosystem particularly with respect to the carbon credit generation potential, biodiversity conservation, and community engagement requirements.
- Highlight key strategies, priorities, and expected outcomes.
- Demonstrate knowledge and experience in national and international carbon market standards in the compliance and voluntary markets including, *inter alia*, the following:
 - ❖ Article 6.2 and 6.4 Mechanisms under the Paris Agreement, 2015;
 - ❖ Verified Carbon Standard (VCS);
 - ❖ Climate, Community & Biodiversity Standards (CCB);
 - ❖ Gold Standard;
 - ❖ Open Forest Protocol;
 - ❖ Plan Vivo;
 - ❖ Intergovernmental Panel on Climate Change (IPCC) Guidelines;
 - ❖ Forest Stewardship Council (FSC) Guidelines; and
 - ❖ Integrity Council on Voluntary Carbon Markets.

(b) Detailed Scope of Work Approach

- **Baseline Assessments**
 - ❖ Describe the methodology for completing baseline assessments: identifying drivers of deforestation and degradation, analyzing land tenure, and conducting baseline carbon stock assessments, socio-economic and biodiversity assessments.
 - ❖ Include proposed tools, data sources, and sampling techniques.
- **Project Design**
 - ❖ Detail the approach for project design, including site selection and preparation, species selection, planting techniques, and silvicultural activities over the project lifecycle.
 - ❖ Explain how the project's design aligns with the scope of work and international carbon standards.
- **Carbon Quantification**
 - ❖ Explain the methods to be used for carbon sequestration quantification, including the application of approved methodologies, remote sensing tools, and development of tier 3 data.

- **Implementation Planning**
 - ❖ Describe the steps for developing and executing implementation strategies.
 - ❖ Include a timeline for activities such as silvicultural practices and stakeholder engagement.
- **Monitoring, Reporting, and Verification (MRV)**
 - ❖ Outline the MRV framework to ensure accurate, consistent, and transparent reporting of project outcomes. Include technologies and processes to be deployed.
 - ❖ Detail how data collection, analysis, validation and verification will be conducted.
- **Carbon Credits and Timber Commercialization and Marketing Plan**
 - ❖ Outline the firm's business model for the project including timber and carbon credits commercialization and marketing strategy for deriving maximum benefits from the project.

METHODOLOGY:

- (a) **Tools and Techniques**
 - ❖ Specify the tools, software, or models to be used (e.g., GIS, remote sensing, carbon modelling tools).
 - ❖ Mention any advanced techniques (e.g., LiDAR, satellite imagery analysis) proposed for project activities.
- (b) **Data Collection and Analysis**
 - ❖ Describe the process for primary and secondary data collection.
 - ❖ Highlight statistical or analytical methods to ensure transparency, accuracy, consistency and reliability.
- (c) **Stakeholder Engagement**
 - ❖ Explain how local communities and stakeholders will be gaged throughout the project lifecycle.
 - ❖ Mention specific tools or frameworks for consultation and participatory planning (e.g., Social Biodiversity Impact Assessment (SBIA) workshops).
- (d) **Risk Mitigation**
 - ❖ Identify potential risks (e.g., ecological, social, economic, technological, and operational) and propose mitigation strategies.
 - ❖ Address risks related to project delays, environmental factors, and socio-economic challenges.
- (e) **Capacity Building and Knowledge Transfer**
 - ❖ Describe the firm's plan to build the capacity of local stakeholders, including government staff and community members.
 - ❖ Highlight training programs, workshops, and knowledge-sharing initiatives.
- (f) **Alignment with International Standards**
 - ❖ Describe how the approach complies with compliance carbon markets and voluntary carbon markets standards and other relevant frameworks.
 - ❖ Mention any additional certifications or methodologies that will guide the project.
- (g) **Innovation and Value Addition**
 - ❖ Highlight innovative approaches, tools, or practices to enhance project outcomes.
 - ❖ Discuss how the proposed methodology ensures sustainability and long-term impact.

WORK PLAN:

Provide details on the allocation of specific tasks to the relevant team members, in line with the scope of work set out in the RFP.

Such tasks shall include, *inter alia*, the following:

- (a) Baseline assessments (e.g., ecological, socio-economic, carbon stock assessment).
- (b) Project design and planning (e.g., development of the Project Description Document).
- (c) Implementation planning.
- (d) Silvicultural activities (e.g., cleaning operations, thinning, harvesting and replanting).
- (e) Monitoring, reporting, and verification.
- (f) Carbon credits issuance.
- (g) Timber and carbon credits commercialization and marketing plan.
- (h) Stakeholder engagement and capacity building.
- (i) Knowledge transfer and training.
- (j) Exit strategy.

ADDITIONAL INFORMATION:

Bidders may include any additional information or value-added services they can provide to enhance the successful implementation of the Project. This may include, *inter alia*, mentioning innovative approaches, advanced technologies, or unique expertise the Bidder brings to the Project.

FORM TECH-6. 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:** _____ **Nationality:** _____

5. **Education** *[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:* _____

6. **Membership of Professional Associations:** _____

7. **Other Training** *[Indicate significant training since degrees under 5 - Education were obtained]:* _____

8. **Countries of Work Experience:** *[List countries where staff has worked in the last ten years]:* _____

9. **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 <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 <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: _____</p> <p>Year: _____</p> <p>Location: _____</p> <p>PA: _____</p> <p>Main project features: _____</p> <p>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 willful 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: _____

FORM TECH-7. STAFFING SCHEDULE¹

N°	Name of Staff	Staff input (in the form of a bar chart) ²													Total staff-month input			
		1	2	3	4	5	6	7	8	9	10	11	12	n	Home	Field ³	Total	
Foreign		[Home]																
1		[Field]																
2																		
3																		
n																		
Subtotal																		
Local		[Home]																
1		[Field]																
2																		
n																		
Subtotal																		
Total																		

- 1 For Professional Staff the input should be indicated individually; for Support Staff it should be indicated by category (e.g.: draftsmen, clerical staff, etc.).
- 2 Months are counted from the start of the assignment. For each staff indicate separately staff input for home and field work.
- 3 Field work means work carried out at a place other than the Consulting Firm/ Consortium's home office.

Full time input
 Part time input

Section 4. Financial Proposal - Standard Forms

[Comments in brackets [] provide guidance to the shortlisted Consulting Firm/ Consortium for the preparation of their Financial Proposals; they should be deleted from the Financial Proposals to be submitted.]

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided under para. 3.6 of Section 2. Such Forms are to be used whichever is the selection method indicated in para. 4 of the Letter of Invitation.

[The Appendix “Financial Negotiations - Breakdown of Remuneration Rates” is to be only used for financial negotiations when Quality-Based Selection, Selection Based on Qualifications, or Single-Source Selection method is adopted, according to the indications provided under para. 6.3 of Section 2.]

Form FIN-1.	Financial Proposal Submission Form	33
Form FIN-2.	Summary of Costs	34
Form FIN-3.	Breakdown of Costs by Activity ¹	35
Form FIN-4.	Breakdown of Remuneration ¹	36
Form FIN-4.	Breakdown of Remuneration ¹	38
Form FIN-5.	Breakdown of Reimbursable Expenses ¹	39
Form FIN-5.	Breakdown of Reimbursable Expenses	41
Appendix.	Financial Negotiations - Breakdown of Remuneration Rates	42

FORM FIN-1. FINANCIAL PROPOSAL SUBMISSION FORM

Hyderabad, dated

To:

- i) **Chief Conservator of Forests, Mangroves, Sindh, Forest Campus, Model Colony, Jinnah Avenue Malir, Karachi (Tel. 021-34400235)**

Dear Sirs:

We, the undersigned, offer to provide the consulting services for ***Preparation of Carbon Credit Project Design Document, Registration, Validation, Verification and Issuance of Carbon Credits under the ADP approved development project titled "Afforestation & Reforestation of Degraded Forest Ecosystems for Enhancing Carbon Sequestration to Secure Carbon Financing"*** 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*¹].

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 indicated in Paragraph Reference 1.12 of the Data Sheet.

Commissions and gratuities paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract, are listed below²:

Name and Address of Agents	Amount and Currency	Purpose of Commission or Gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

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: _____

1 Amounts must coincide with the ones indicated under Total Cost of Financial proposal in Form FIN-2.

2 If applicable, replace this paragraph with: "No commissions or gratuities have been or are to paid by us to agents relating to this Proposal and Contract execution."

FORM FIN-2. SUMMARY OF COSTS

Item	Costs	
	<i>Indicate Foreign Currency</i>	<i>Indicate Local Currency</i>
Total Costs of Financial Proposal ²		

- 1 Indicate between brackets the name of the foreign currency. Maximum of three currencies; use as many columns as needed, and delete the others.
- 2 Indicate the total costs excluding local taxes to be paid by the PA in each currency. Such total costs must coincide with the sum of the relevant Subtotals indicated in all Forms FIN-3 provided with the Proposal.

FORM FIN-3. BREAKDOWN OF COSTS BY ACTIVITY¹

Group of Activities (Phase):²	Description:³			
Cost component	Costs			
	[Indicate Foreign Currency # 1] ⁴	[Indicate Foreign Currency # 2] ⁴	[Indicate Foreign Currency # 3] ⁴	[Indicate Local Currency]
Inception Report.				
Data Collection and Site Assessment Report.				
Baseline studies & technical assessments.				
Draft Project Design Document (PDD).				
Final PDD & Registration/Submission Package.				
Validation and Verification support (for issuance of credits).				
Capacity Building Program.				
Carbon Credits and Final Completion Report				
Total:				

- 1 Form FIN-3 shall be filled at least for the whole assignment. In case some of the activities require different modes of billing and payment (e.g.: the assignment is phased, and each phase has a different payment schedule), the Consulting Firm/ Consortium shall fill a separate Form FIN-3 for each group of activities. For each currency, the sum of the relevant Subtotals of all Forms FIN-3 provided must coincide with the Total Costs of Financial Proposal indicated in Form FIN-2.
- 2 Names of activities (phase) should be the same as, or correspond to the ones indicated in the second column of Form TECH-8.
- 3 Short description of the activities whose cost breakdown is provided in this Form.
- 4 Indicate between brackets the name of the foreign currency. Use the same columns and currencies of Form FIN-2.
- 5 For each currency, Remuneration and Reimbursable Expenses must respectively coincide with relevant Total Costs indicated in Forms FIN-4, and FIN-5.

FORM FIN-4. BREAKDOWN OF REMUNERATION¹

(This Form FIN-4 shall only be used when it is indicated in Reference Paragraph 5.6 of the Data Sheet that remuneration shall be Time Based)

Group of Activities (Phase): _____

Name ²	Position ³	Staff-month Rate ⁴	Input ⁵ (Staff-months)	[Indicate Foreign Currency # 1] ⁶	[Indicate Foreign Currency # 2] ⁶	[Indicate Foreign Currency # 3] ⁶	[Indicate Local Currency] ⁶
Foreign Staff							
		[Home]					
		[Field]					
Local Staff							
		[Home]					
		[Field]					
Total Costs							

- 1 Form FIN-4 shall be filled for each of the Forms FIN-3 provided.
- 2 Professional Staff should be indicated individually; Support Staff should be indicated per category (e.g.: draftsmen, clerical staff).
- 3 Positions of Professional Staff shall coincide with the ones indicated in Form TECH-5
- 4 Indicate separately staff-month rate and currency for home and field work
- 5 Indicate, separately for home and field work, the total expected input of staff for carrying out the group of activities or phase indicated in the Form.
- 6 Indicate between brackets the name of the foreign currency. Use the same columns and currencies of Form FIN-2. For each staff indicate the remuneration in the column of the relevant currency, separately for home and field work. Remuneration = Staff-month Rate x Input

FORM FIN-4. BREAKDOWN OF REMUNERATION¹

(This Form FIN-4 shall only be used when it is indicated in Reference Paragraph 5.6 of the Data Sheet that remuneration shall be Lump-Sum. Information to be provided in this Form shall only be used to establish payments to the Consulting Firm/ Consortium for possible additional services requested by the PA)

Name ²	Position ³	Staff-month Rate ⁴
Foreign Staff		
		[Home]
		[Field]
Local Staff		
		[Home]
		[Field]

- 1 Form FIN-4 shall be filled in for the same Professional and Support Staff listed in Form TECH-7.
- 2 Professional Staff should be indicated individually; Support Staff should be indicated per category (e.g.: draftsmen, clerical staff).
- 3 Positions of the Professional Staff shall coincide with the ones indicated in Form TECH-5.
- 4 Indicate separately staff-month rate and currency for home and field work.

FORM FIN-5. BREAKDOWN OF REIMBURSABLE EXPENSES¹

(This Form FIN-5 shall only be used when it is indicated in Reference Paragraph 5.6 of the Data Sheet that remuneration shall be Time Based)

Group of Activities (Phase): _____								
N°	Description²	Unit	Unit Cost³	Quantity	<i>[Indicate Foreign Currency # 1]⁴</i>	<i>[Indicate Foreign Currency # 2]⁴</i>	<i>[Indicate Foreign Currency # 3]⁴</i>	<i>[Indicate Local Currency]⁴</i>
	Per diem allowances	Day						
	International flights ⁵	Trip						
	Miscellaneous travel expenses	Trip						
	Communication costs between <i>[Insert place]</i> and <i>[Insert place]</i>							
	Drafting, reproduction of reports							
	Equipment, instruments, materials, supplies, etc.							
	Shipment of personal effects	Trip						
	Use of computers, software							
	Laboratory tests.							
	Subcontracts							
	Local transportation costs							
	Office rent, clerical assistance							
	Training of the PA's personnel ⁶							
Total Costs								

- 1 Form FIN-5 should be filled for each of the Forms FIN-3 provided, if needed.
 - 2 Delete items that are not applicable or add other items according to Paragraph Reference 3.6 of the Data Sheet.
 - 3 Indicate unit cost and currency.
 - 4 Indicate between brackets the name of the foreign currency. Use the same columns and currencies of Form FIN-2. Indicate the cost of each reimbursable item in the column of the relevant currency. Cost = Unit Cost x Quantity.
 - 5 Indicate route of each flight, and if the trip is one- or two-ways.
 - 6 Only if the training is a major component of the assignment, defined as such in the TOR.
-

FORM FIN-5. BREAKDOWN OF REIMBURSABLE EXPENSES

(This Form FIN-5 shall only be used when it is indicated in Reference Paragraph 5.6 of the Data Sheet that remuneration shall be Lump Sum. Information to be provided in this Form shall only be used to establish payments to the Consulting Firm/ Consortium for possible additional services requested by the PA)

N°	Description ¹	Unit	Unit Cost ²
	Per diem allowances	Day	
	International flights ³	Trip	
	Miscellaneous travel expenses	Trip	
	Communication costs between [<i>Insert place</i>] and [<i>Insert place</i>]		
	Drafting, reproduction of reports		
	Equipment, instruments, materials, supplies, etc.		
	Shipment of personal effects	Trip	
	Use of computers, software		
	Laboratory tests.		
	Subcontracts		
	Local transportation costs		
	Office rent, clerical assistance		
	Training of the PA's personnel ⁴		

- 1 Delete items that are not applicable or add other items according to Paragraph Reference 3.6 of the Data Sheet.
 - 2 Indicate unit cost and currency.
 - 3 Indicate route of each flight, and if the trip is one- or two-ways.
 - 4 Only if the training is a major component of the assignment, defined as such in the TOR.
-

APPENDIX. FINANCIAL NEGOTIATIONS - BREAKDOWN OF REMUNERATION RATES

(Not to be used when cost is a factor in the evaluation of Proposals)

1. Review of Remuneration Rates

- 1.1 The remuneration rates for staff are made up of salary, social costs, overheads, fee that is profit, and any premium or allowance paid for assignments away from headquarters. To assist the firm in preparing financial negotiations, a Sample Form giving a breakdown of rates is attached (no financial information should be included in the Technical Proposal). Agreed breakdown sheets shall form part of the negotiated contract.
- 1.2 The PA is charged with the custody of funds from Government of Sindh and is expected to exercise prudence in the expenditure of these funds. The PA is, therefore, concerned with the reasonableness of the firm's Financial Proposal, and, during negotiations, it expects to be able to review audited financial statements backing up the firm's remuneration rates, certified by an independent auditor. The firm shall be prepared to disclose such audited financial statements for the last three years, to substantiate its rates, and accept that its proposed rates and other financial matters are subject to scrutiny. Rate details are discussed below.

(i) Salary

This is the gross regular cash salary paid to the individual in the firm's home office. It shall not contain any premium for work away from headquarters or bonus.

(ii) Social Costs

Social costs are the costs to the firm of staff's non-monetary benefits. These items include, *inter alia*, social security including pension, medical and life insurance costs, and the cost of a staff member being sick or on vacation. In this regard, the cost of leave for public holidays is not an acceptable social cost nor is the cost of leave taken during an assignment if no additional staff replacement has been provided. Additional leave taken at the end of an assignment in accordance with the firm's leave policy is acceptable as a social cost.

(iii) Cost of Leave

The principles of calculating the cost of total days leave per annum as a percentage of basic salary shall normally be as follows:

$$\text{Leave cost as percentage of salary}^1 = \frac{\text{total days leave} \times 100}{[365 - w - ph - v - s]}$$

¹ Where *w* = weekends, *ph* = public holidays, *v* = vacation, and *s* = sick leave.

It is important to note that leave can be considered a social cost only if the PA is not charged for the leave taken.

(iv) Overheads

Overhead expenses are the firm's business costs that are not directly related to the execution of the assignment and shall not be reimbursed as separate items under the contract. Typical items are home office costs (partner's time, nonbillable time, time of senior staff monitoring the project, rent, support staff, research, staff training, marketing, etc.), the cost of staff not currently employed on revenue-earning projects, taxes on business activities and business promotion costs. During negotiations, audited financial statements, certified as correct by an independent auditor and supporting the last three years' overheads, shall be available for discussion, together with detailed lists of items making up the overheads and the percentage by which each relates to basic salary. The PA does not accept an add-on margin for social charges, overhead expenses, etc., for staff who are not permanent employees of the firm. In such case, the firm shall be entitled only to administrative costs and fee on the monthly payments charged for subcontracted staff.

(v) Fee or Profit

The fee or profit shall be based on the sum of the salary, social costs, and overhead. If any bonuses paid on a regular basis are listed, a corresponding reduction in the profit element shall be expected. Fee or profit shall not be allowed on travel or other reimbursable expenses, unless in the latter case an unusually large amount of procurement of equipment is required. The firm shall note that payments shall be made against an agreed estimated payment schedule as described in the draft form of the contract.

(vi) Away from Headquarters Allowance or Premium

Some Consulting Firm/ Consortium pay allowances to staff working away from headquarters. Such allowances are calculated as a percentage of salary and shall not draw overheads or profit.

(vii) Subsistence Allowances

Subsistence allowances are not included in the rates, but are paid separately and in local currency. No additional subsistence is payable for dependents the subsistence rate shall be the same for married and single team members.

Standard rates for the particular country may be used as reference to determine subsistence allowances.

2. Reimbursable expenses

2.1 The financial negotiations shall further focus on such items as out-of-pocket expenses and other reimbursable expenses. These costs may include, but are not restricted to, cost of surveys, equipment, office rent, supplies, international and local travel, computer, rental, mobilization and demobilization, insurance, and printing. These costs may be either unit rates or reimbursable on the presentation of invoices, in foreign or local currency.

3. PA Guarantee

- 3.1 Payments to the Consulting Firm/ Consortium, including payment of any advance based on cash flow projections covered by a PA guarantee, shall be made according to an agreed estimated schedule ensuring the Consulting Firm/ Consortium regular payments in local and foreign currency, as long as the services proceed as planned.
-

Sample Form

Consulting Firm/ Consortium:
Assignment:

Country:
Date:

Consulting Firm/ Consortium's Representations Regarding Costs and Charges

We hereby confirm that:

- (a) the basic salaries indicated in the attached table are taken from the firm's payroll records and reflect the current salaries of the staff members listed which have not been raised other than within the normal annual salary increase policy as applied to all the firm's staff;
- (b) attached are true copies of the latest salary slips of the staff members listed;
- (c) the away from headquarters allowances indicated below are those that the Consulting Firm/ Consortium have agreed to pay for this assignment to the staff members listed;
- (d) the factors listed in the attached table for social charges and overhead are based on the firm's average cost experiences for the latest three years as represented by the firm's financial statements; and
- (e) said factors for overhead and social charges do not include any bonuses or other means of profit-sharing.

[Name of Consulting Firm/ Consortium]

Signature of Authorized Representative

Date

Name: _____

Title: _____

Section 4. Financial Proposal - Standard Forms

Consulting Firm/ Consortium’s Representations Regarding Costs and Charges

(Expressed in *[insert name of currency]*)

Personnel		1	2	3	4	5	6	7	8
Name	Position	Basic Salary per Working Month/Day/Year	Social Charges ¹	Overhead ¹	Subtotal	Fee ²	Away from Headquarters Allowance	Proposed Fixed Rate per Working Month/Day/Hour	Proposed Fixed Rate per Working Month/Day/Hour ¹
Home Office									
Field									

- 1. Expressed as percentage of 1
- 2. Expressed as percentage of 4

II. 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 Sindh Public Procurement Act, thereunder Rules 2010.
- (b) “Procuring Agency PA” means the implementing department which signs the contract
- (c) “Consulting Firm/ Consortium” 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 Firm/ Consortium, 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 PA’s country.
- (h) “GC” means these General Conditions of Contract.
- (i) “Government” means the Government of Sindh.
- (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 PA or the Consulting Firm/ Consortium, as

the case may be, and “Parties” means both of them.

- (m) “Personnel” means persons hired by the Consulting Firm/ Consortium or by any Sub- Consulting Firm/ Consortium 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 Consulting Firm/ Consortium pursuant to this Contract, as described in the Terms of References.
- (p) “Sub-Consulting Firm/ Consortium” means any person or entity to whom/which the Consulting Firm/ Consortium 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 PA may approve.

1.6 Authority of Member in Charge

In case the Consulting Firm/ Consortium 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 Consulting Firm/ Consortium's rights and obligations towards the PA under this Contract, including without limitation the receiving of instructions and payments from the PA.

1.8 Taxes and Duties

The Consulting Firm/ Consortium, Sub-Consulting Firm/ Consortium, 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 and Corruption

A. If the PA determines that the Consulting Firm/ Consortium and/or its Personnel, sub-contractors, sub-Consulting Firm/ Consortium, services providers and suppliers has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices, in competing for or in executing the Contract, then the PA may, after giving 14 days notice to the Consulting Firm/ Consortium, terminate the Consulting Firm/ Consortium's employment under the Contract, and may resort to other remedies including blacklisting/ disqualification as provided in SPPR 2010.

Any personnel of the Consulting Firm/ Consortium 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 Consulting Firm/ Consortium or any of his Sub-Consulting Firm/ Consortium, agents or servants is found to have violated or involved in violation of the Integrity Pact signed by the Consulting Firm/ Consortium as Appendix-G to this Form of Contract, then the Client shall be entitled to:

- (a) recover from the Consulting Firm/ Consortium an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by the Consulting Firm/ Consortium or any of his Sub-Consulting Firm/ Consortium, agents or servants;
- (b) terminate the Contract; and
- (c) recover from the Consulting Firm/ Consortium any loss or damage to the Client as a result of such termination or of any other corrupt business practices of the Consulting Firm/ Consortium or any of his Sub-Consulting Firm/ Consortium, agents or servants.

On termination of the Contract under Sub-Para (b) of this Sub-Clause, the Consulting Firm/ Consortium 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 both 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 Consulting Firm/ Consortium 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 Consulting Firm/ Consortium 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 PA

The PA 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 PA shall give a not less than thirty (30) days' written notice of termination to the Consulting Firm/ Consortium, and sixty (60) days' in the case of the event referred to in (e).

- (a) If the Consulting Firm/ Consortium 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 PA may have subsequently approved in writing.
 - (b) If the Consulting Firm/ Consortium becomes insolvent or bankrupt.
 - (c) If the Consulting Firm/ Consortium, in the judgment of the PA has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
 - (d) If, as the result of Force Majeure, the Consulting Firm/ Consortium(s) are unable to perform a material portion of the Services for a period of not less than sixty (60) days.
 - (e) If the PA, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.
 - (f) If the Consulting Firm/ Consortium 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
Consulting
Firm/
Consortium

The Consulting Firm/ Consortium may terminate this Contract, by not less than thirty (30) days' written notice to the PA, 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 PA fails to pay any money due to the Consulting Firm/ Consortium pursuant to this Contract without Consulting Firm/ Consortium fault.
- (b) Pursuant to Clause GC 7 hereof within forty-five (45) days after receiving written notice from the Consulting Firm/ Consortium that such payment is overdue.
- (c) If, as the result of Force Majeure, the Consulting Firm/ Consortium 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 PA shall make the following payments to the Consulting Firm/ Consortium:

- (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 (c), 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 dependents.

3. OBLIGATIONS OF THE CONSULTING FIRM/ CONSORTIUM

3.1 General

3.1.1 Standard of Performance

The Consulting Firm/ Consortium 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 Consulting Firm/ Consortium shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the PA, and shall at all times support and safeguard the PA's legitimate interests in any dealings with Sub-Consulting Firm/ Consortium or third Parties.

3.2 Conflict of Interests

The Consulting Firm/ Consortium shall hold the PA's interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.

3.2.1 Consulting Firm/ Consortium not to Benefit from Commissions, Discounts, etc.

The payment of the Consulting Firm/ Consortium pursuant to Clause GC 6 shall constitute the Consulting Firm/ Consortium's only payment in connection with this Contract or the Services, and the Consulting Firm/ Consortium 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 Consulting Firm/ Consortium shall use their best efforts to ensure that the Personnel, any Sub-Consulting Firm/ Consortium, and agents of either of them similarly shall not receive any such additional payment.

3.2.2 Consulting Firm/ Consortium and Affiliates not to be Otherwise Interested in Project

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

3.2.3 Prohibition of Conflicting Activities

The Consulting Firm/ Consortium shall not engage, and shall cause their Personnel as well as their Sub-Consulting Firm/ Consortium 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 PA, the Consulting Firm/ Consortium 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 Consulting Firm/ Consortium 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 Consulting Firm/ Consortium** The Consulting Firm/ Consortium (a) shall take out and maintain, and shall cause any Sub- Consulting Firm/ Consortium to take out and maintain, at their (or the Sub-Consulting Firm/ Consortium', as the case may be) own cost but on terms and conditions approved by the PA, insurance against the risks, and for the coverage, as shall be specified in the SC; and (b) at the PA's request, shall provide evidence to the PA showing that such insurance has been taken out and maintained and that the current premiums have been paid.
- 3.5 Consulting Firm/ Consortium's Actions Requiring PA's Prior Approval** The Consulting Firm/ Consortium shall obtain the PA'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 Consulting Firm/ Consortium shall submit to the PA the reports and documents specified in (PA may insert appendix) hereto, in the form, in the numbers and within the time periods set forth in the said Appendix.
 - (b) Final reports shall be delivered in CD ROM / USB in addition to the hard copies specified in said Appendix.
- 3.7 Documents Prepared by the Consulting Firm/ Consortium to be the Property of the PA**
- (a) All plans, drawings, specifications, designs, reports, other documents and software submitted by the Consulting Firm/ Consortium under this Contract shall become and remain the property of the PA, and the Consulting Firm/ Consortium shall, not later than upon termination or expiration of this Contract, deliver all such documents to the PA, together with a detailed inventory thereof.
 - (b) The Consulting Firm/ Consortium 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 Consulting Firm/ Consortium shall keep, and shall cause its Sub-Consulting Firm/ Consortium 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 Consulting Firm/ Consortium shall permit, and shall cause its Sub-Consulting Firm/ Consortium to permit, the PA and/or persons appointed by the PA 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 PA if requested by the PA. The Consulting Firm/ Consortium's attention is drawn to Clause 1.9.1 which provides, inter alia, that acts intended to materially impede the exercise of the PA'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 PA's prevailing sanctions procedures.).

4. CONSULTING FIRM/ CONSORTIUM'S PERSONNEL

- 4.1 Description of Personnel** The Consulting Firm/ Consortium shall employ and provide such qualified and experienced Personnel as are required to carry out the Services. The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Consulting Firm/ Consortium's Key Personnel are described in Appendix C. The Key Personnel listed by title as well as by name in Appendix C are hereby approved by the PA.
- 4.2 Removal and/or Replacement of Personnel**
- (a) Except as the PA may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Consulting Firm/ Consortium, such as retirement, death, medical incapacity, among others, it becomes necessary to replace any of the Key Personnel, the Consulting Firm/ Consortium shall provide as a replacement a person of equivalent or better qualifications.
 - (b) If the PA 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 Consulting Firm/ Consortium shall, at the PA's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the PA.
 - (c) The Consulting Firm/ Consortium shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

5. OBLIGATIONS OF THE PA

- 5.1 Assistance and Exemptions** The PA shall use its best efforts to ensure that the Government shall provide the Consulting Firm/ Consortium 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 Consulting Firm/ Consortium in performing the Services, then the remuneration and reimbursable expenses otherwise payable to the Consulting Firm/ Consortium 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 (a) or (b), as the case may be.
- 5.3 Services and Facilities** The PA shall make available free of charge to the Consulting Firm/ Consortium the Services and Facilities listed under Appendix F.

6. PAYMENTS TO THE CONSULTING FIRM/ CONSORTIUM

- 6.1 Security** The Consulting Firm/ Consortium has to submit bid security and the performance security at the rate mention in SC.
- 6.2 Lump-Sum Payment** The total payment due to the Consulting Firm/ Consortium 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 6.2 if the Parties have agreed to additional payments in accordance with Clause 2.4.
- 6.3 Contract Price** The price payable in Pak Rupees/foreign currency/ is set forth in the SC.
- 6.4 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.
- 6.5 Terms and Conditions of Payment** Payments will be made to the account of the Consulting Firm/ Consortium 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 Consulting Firm/ Consortium 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 PA 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 Consulting Firm/ Consortium has submitted an invoice to the PA 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.

SPECIAL CONDITIONS AND TERMS OF REFERENCE (TORs)

A. SCOPE (SPECIFIC)

Preparation of Carbon Credit Project Design Document, Registration, Validation, Verification and Issuance of Carbon Credits under the approved development scheme titled “Afforestation & Reforestation of Degraded Forest Ecosystems for Enhancing Carbon Sequestration to Secure Carbon Financing”

B. TORs

1. Background

Sindh Forest Department aims to enhance carbon sequestration through afforestation and reforestation activities under the development scheme titled “*Afforestation & Reforestation of Forest Ecosystems for Enhancing Carbon Sequestration to Secure Carbon Financing in Sindh*”. The project requires the preparation of Project Design Documents (PDD) as per approved template and facilitation of validation and verification processes in accordance with global carbon standards to leverage international carbon financing opportunities.

2. Objectives of the Assignment

The main objectives of hiring the Consulting Firm/ Consortium are:

- i) To prepare high-quality Project Design Document (PDD) as per approved template of AFOLU UNFCCC and related technical studies.
- ii) To facilitate validation and verification of carbon credits under recognized standards (e.g., VCS, CDM, Gold Standard).
- iii) To support the Department in navigating procedures for carbon registration and credit issuance.
- iv) To provide capacity building and knowledge transfer to departmental officials on carbon markets, project cycles, and monitoring methodologies.

3. Scope of Work

The Consulting Firm/ Consortium will be responsible for the following tasks within the consultancy amount:

a) Technical Documentation

- Conduct baseline assessments, data collection, stakeholder consultations, and feasibility analysis for carbon project development.
- Submit First Monitoring / Initial Site Assessment Report.
- Prepare Project Design Document (PDD) covering all required components (baseline, additionality, monitoring plan, environmental/social safeguards, etc.).

- Carry out necessary studies including biomass assessments, carbon stock estimations, and leakage analysis.
- Ensure alignment with relevant international carbon accounting methodologies.

b) Validation & Verification Support

- Coordinate and liaise with accredited third-party validators/verifiers (VVBs), including scheduling, audit preparation, and management of communications.
- Prepare and submit all required validation/verification evidence packages, including supporting calculations, datasets, maps, stakeholder consultation records, and safeguards documentation.
- Provide timely responses and clarifications to validator/verifier queries, including addressing Corrective Action Requests (CARs) and Clarification Requests (CLs) through to successful closure.
- Support and finance project registration under the selected carbon standard, including completion of registration forms, upload/submission procedures, and follow-up with the registry until formal acceptance/registration is confirmed.
- Project registration under the selected carbon standard.

c) Institutional Capacity Building

- Plan, design, and deliver targeted training sessions/workshops for 20–25 Forest Officers on carbon financing and end-to-end MRV (Monitoring, Reporting and Verification), including practical exercises on data collection, QA/QC, documentation, reporting formats, and audit readiness. All training logistics and participant costs (travel, lodging, and boarding) shall be borne by the Consultant.
- Develop comprehensive operational manuals, SOPs, templates, and step-by-step guidelines to enable in-house implementation and replication of carbon projects, including standardized tools for data management, reporting, and verification support.

d) Advisory Services

- Provide ongoing, expert technical advisory support to the Department’s PRM&C Committee, including review of project strategy, MRV approach, carbon standard/methodology selection, and key technical decisions.
- Develop and recommend practical strategies to maximize carbon revenue while ensuring compliance and integrity covering crediting options, pricing/market pathways, cost optimization, and a clear risk management framework (leakage, permanence, additionality, safeguards).
- Identify, quantify (where feasible), and strengthen co-benefits such as biodiversity conservation, community livelihoods, and climate resilience, and advise on how to integrate them into project design, stakeholder engagement, and reporting requirements.

4. Deliverables

The Consulting Firm/ Consortium shall provide five (05) sets of the following key deliverables along with soft copies:

- i) Inception Report (within 1 month of contract signing)**
 - a) Detailed methodology and standards pathway (selected carbon standard and methodology options).
 - b) Work plan, schedule, deliverables matrix, and QA/QC procedures.
 - c) Data requirements list, stakeholder engagement plan, and risk/assumptions log.

- ii) Site Assessment Report (within 2 months of contract)**
 - a) Site reconnaissance including project zone or project boundaries delineated through GIS and confirmation of project boundaries/strata.
 - b) Preliminary activity data review, sampling approach validation, and monitoring plan outline.
 - c) Issues log (data gaps, access constraints) and corrective action plan.

- iii) Baseline Study & Technical Assessments**
 - a) Biodiversity and socio-economic and other studies prerequisite for development of PDD.
 - b) Baseline scenario definition and justification (incl. leakage and permanence considerations).
 - c) Data collection for Biomass and carbon stock assessment (field inventory design, allometric approach, uncertainty).
 - d) Feasibility analysis (technical, financial, institutional), including initial crediting forecast assumptions.
 - e) Spatial outputs: maps of boundaries, strata, sampling design, and land cover (where relevant).

- iv) Draft Project Design Document (PDD)**
 - a) Complete Draft PDD prepared in accordance with the selected carbon standard and methodology.
 - b) Draft Monitoring Plan (parameters, frequency, roles, data management system)
 - c) Draft safeguards and stakeholder consultation documentation (as required by the standard).
 - d) Incorporation of views and comments of stakeholders.

- v) Final PDD & Registration/Submission Package**
 - a) Final PDD incorporating client feedback and pre-validation review.
 - b) Full submission package for registration (forms, annexes, GIS files, calculations, evidence documents).
 - c) Readiness checklist confirming compliance with standard requirements.

- vi) Validation and Verification Support (for issuance of credits)**
 - a) Support and finance during validation and verification of PDD.
 - b) Document provision and clarification notes.
 - c) Responses to validator/verifier Corrective Action Requests (CARs) and Clarification Requests (CLs).
 - d) Finalization of evidence packs and audit support until issuance of carbon credits (as applicable).

vii) Capacity Building Program

- a) Training plan and materials (modules, presentation, manuals, templates, SOPs).
- b) Delivery of workshops for relevant stakeholders (MRV, data management, reporting, GIS/remote sensing inputs).
- c) Workshop reports including attendance, agenda, evaluation feedback, and recommendations.

viii) Final Completion Report

- a) Summary of all activities, key results of issuance of carbon credits, and deliverables submitted.
- b) Lessons learned, risks encountered and mitigation measures.
- c) Recommendations for next monitoring cycle and long-term project sustainability roadmap.

5. Reporting & Coordination

- The Consulting Firm/ Consortium will report to the Chairman of the Consultant Selection Committee/ Chief Conservator of Forests, Mangroves, Sindh, and work closely with the Department's PRM&C Committee.
- Regular progress reports will also be shared with the Project Management Unit.

C. PAYMENT CONDITIONS

Payment will be milestone-based, linked to deliverables:

- 10% on submission of Inception Report.
- 30% on submission of Data Collection and Site Assessment Report.
- 10% on completion of baseline studies & technical assessments.
- 10% on submission of Draft Project Design Document (PDD).
- 10% on submission of Final PDD & Registration/Submission Package.
- 10% upon completion of Validation and Verification support (for issuance of credits).
- 10% on completion of Capacity Building Program.
- 10% on issuance of Carbon Credits and Final Completion Report.

Note: The Consulting Firm/ Consortium shall arrange lodging, boarding and transportation for field visits of the above assignment at its own.

III. Special Conditions of Contract

(Clauses in brackets { } are optional; all notes should be deleted in final text)

Number of Amendments of, and Supplements to, Clauses in the General GC Clause Conditions of Contract

{1.1}

Sindh Public Procurement Act and Sindh Public Procurement Rules 2010 (Amended 2019).

1.3 The language is English.

1.4 The addresses are:

Procuring Agency:

i) **Chief Conservator of Forests, Mangroves, Sindh, Forest Campus, Model Colony, Jinnah Avenue Malir, Karachi**

Attention: Riaz Ahmed Wagan, Chief Conservator of Forests

Facsimile --

Tel. 021-34400235

E-mail: dfophyd@gmail.com

Consulting Firm/ Consortium:

Attention: _____

Facsimile: _____

E-mail: _____

{1.6} {The Member in Charge is *[insert name of member]*}

Note: *If the Consulting Firm/ Consortium consists of a joint venture/ consortium/ association of more than one entity, the name of the entity whose address is specified in Clause SC 1.6 should be inserted here. If the Consulting Firm/ Consortium consists only of one entity, this Clause SC 1.8 should be deleted from the SC.*

1.7 The Authorized Representatives are:

For the PA: **Chief Conservator Forests, Mangroves,
Sindh at Karachi**

Tel. 021-34400235 Email: dfophyd@gmail.com

For the Consulting Firm/ Consortium:

1.8 *PA shall specify all relevant taxes including stamp duty and service charges to be borne by the Consulting Firm/ Consortium. In case there is exemption from any rates, taxes, the same shall be mentioned here.*

The Consulting Firm/ Consortium must be informed in Clause Reference 3.7 of the Data Sheet about which alternative the PA wishes to apply.

The PA warrants that the Consulting Firm/ Consortium, the Sub-Consulting Firm/ Consortium and the Personnel shall be exempt from (or that the PA shall pay on behalf of the Consulting Firm/ Consortium, the Sub- Consulting Firm/ Consortium and the Personnel, or shall reimburse the Consulting Firm/ Consortium, the Sub-Consulting Firm/ Consortium and the Personnel for) any indirect taxes, duties, fees, levies and other impositions imposed, under the Applicable Law, on the Consulting Firm/ Consortium, the Sub- Consulting Firm/ Consortium and the Personnel in respect of:

- (a) any payments whatsoever made to the Consulting Firm/ Consortium, Sub-Consulting Firm/ Consortium and the Personnel (other than nationals or permanent residents of Pakistan), in connection with the carrying out of the Services;
- (b) any equipment, materials and supplies brought into the Government's country by the Consulting Firm/ Consortium or Sub-Consulting Firm/ Consortium for the purpose of carrying out the Services and which, after having been brought into such territories, will be subsequently withdrawn there from by them;
- (c) any equipment imported for the purpose of carrying out the Services and paid for out of funds provided by the PA and which is treated as property of the PA;
- (d) any property brought into the province by the international Consulting

Firm/ Consortium, any Sub-Consulting Firm/ Consortium or the Personnel or the eligible dependents of such Personnel for their personal use and which will subsequently be withdrawn there from by them upon their respective departure from the Government's country, provided that:

- (1) the Consulting Firm/ Consortium, Sub-Consulting Firm/ Consortium and Personnel, and their eligible dependents, shall follow the usual customs procedures of the Government's country in importing property into the Government's country; and
- (2) if the Consulting Firm/ Consortium, Sub-Consulting Firm/ Consortium or Personnel, or their eligible dependents, do not withdraw but dispose of any property in the Pakistan for which customs duties and taxes have been exempted, the Consulting Firm/ Consortium (i) shall bear such customs duties and taxes in conformity with the regulations of the Government's country, or
(ii) shall reimburse them to the PA if they were paid by the PA at the time the property in question was brought into the Government's country.

2.2 The date for the commencement of Services is **15.03.2026**.

2.3 The time period shall be **18 months (15.03.2026 to 15.09.2027)**

3.4 The risks and the coverage shall be as follows: **(NOT APPLICABLE)**

- (a) Third Party motor vehicle liability insurance in respect of motor vehicles operated by the Consulting Firm/ Consortium or its Personnel or any Sub- Consulting Firm/ Consortium or their Personnel, with a minimum coverage of *[insert amount and currency]*;
 - (b) Third Party liability insurance, with a minimum coverage of *[insert amount and currency]*;
 - (c) professional liability insurance, with a minimum coverage of *[insert amount and currency]*;
 - (d) employer's liability and workers' compensation insurance in respect of the Personnel of the Consulting Firm/ Consortium and of any Sub-Consulting Firm/ Consortium, in accordance with the relevant provisions of the Applicable Law, as well as, with respect to such Personnel, any such life, health, accident, travel or other insurance as may be appropriate; and
 - (e) insurance against loss of or damage to (i) equipment purchased in whole or in part with funds provided under this Contract, (ii) the Consulting Firm/ Consortium's property used in the performance of the Services, and (iii) any documents prepared by the Consulting Firm/ Consortium in the performance of the Services.
-

Note: Delete what is not applicable

{3.5 (c)} {The other actions are: *[insert actions]*.}

Note: If there are no other actions, delete this Clause SC 3.5 (c).

{3.7 (b)} **Note:** If there is to be no restriction on the future use of these documents by either Party, this Clause SC 3.7 should be deleted. If the Parties wish to restrict such use, any of the following options, or any other option agreed to by the Parties, may be used:

{The Consulting Firm/ Consortium shall not use these documents and software for purposes unrelated to this Contract without the prior written approval of the PA.}

{The PA shall not use these documents and software for purposes

unrelated to this Contract without the prior written approval of the

Consulting Firm/ Consortium.}

{Neither Party shall use these documents and software for purposes unrelated to this Contract without the prior written approval of the other Party.}

{5.1} **Note:** List here any assistance or exemptions that the PA may provide under Clause 5.1. If there is no such assistance or exemptions, state “not applicable.”

6.1 Bid security shall be 2% of bid amount.
Performance security shall not exceed 10% of contract amount.

6.3 The amount in Pak Rupees or in foreign Currency: *PKR 50.00 m.*

6.5 The accounts are:

for foreign currency or currencies: *[insert account]*

for local currency: *[Rs.50.0m]*

Payments shall be made according to the following schedule:

Consulting Firm/ Consortium Selection Committee would be recommending the firm as per evaluation criteria in the bidding document and the payment schedule should be worked out between the PA and the Consulting Firm/ Consortium. As CSC we would be recommending the PA to consider the unique nature of payment liability of the Consulting Firm/ Consortium (which would be local) as it would have to make onward payments to overseas/ international satellite company/ies.

Note: *This sample clause should be specifically drafted for each contract.*

8.2 Disputes shall be settled by complaint redressal committee define in SPPR 2010 or through arbitration Act of 1940 in accordance with the provisions of laws of Pakistan.

Appendix A

(INTEGRITY PACT)

**DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE
SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS. 10.00
MILLION OR MORE**

Contract No. _____ Dated _

Contract Value: _____

Contract Title: _____

..... [name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Sindh (GoS) or any administrative subdivision or agency thereof or any other entity owned or controlled by GoS through any corrupt business practice.

Without limiting the generality of the foregoing, [name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, Consulting Firm/ Consortium, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoS, except that which has been expressly declared pursuant hereto.

[name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoS and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[name of Supplier] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to GoS under any law, contract or other instrument, be voidable at the option of GoS.

Notwithstanding any rights and remedies exercised by GoS in this regard, [name of Supplier] agrees to indemnify GoS for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoS in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoS.

Name of Buyer:

Name of Seller/Supplier:

Signature:

Signature:

[Seal]

[Seal]

CONTRACT

THIS CONTRACT ("Contract") is entered into this *[insert starting date of assignment]*, by and between *[insert PA's name]* ("the PA") having its principal place of business at *[insert PA's address]*, and *[insert Consulting Firm/ Consortium's name]* ("the Consulting Firm/ Consortium") having its principal office located at *[insert Consulting Firm/ Consortium's address]*.

WHEREAS, the PA wishes to have the Consulting Firm/ Consortium performing the services hereinafter referred to, and

WHEREAS, the Consulting Firm/ Consortium is willing to perform

these services, NOW THEREFORE THE PARTIES hereby agree as

follows:

- 1 The Consulting Firm/ Consortium 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").
 - 2 The Consulting Firm/ Consortium shall provide the reports listed in Annex B, "Consulting Firm/ Consortium's Reporting Obligations," within the time periods 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 Consulting Firm/ Consortium 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 PA shall pay the Consulting Firm/ Consortium an amount not to exceed *[insert amount]*. This amount has been established based on the understanding that it includes all of the Consulting Firm/ Consortium's costs and profits as well as any tax obligation that may be imposed on the Consulting Firm/ Consortium.
- C. Payment Conditions
- Payment shall be made in *[specify currency]*, no later than 30 days following submission by the Consulting Firm/ Consortium of invoices in duplicate to the Coordinator designated in paragraph 4.
- 4. Economic Price Adjustment** In order to adjust the remuneration for inflation, a price adjustment provision has been included if the contract has duration of more than 18 months or if the inflation is expected to exceed ----% per annum. The adjustment will be made every 12 months after the date of the contract for remuneration. Remuneration will be adjusted by using the relevant index as per following provision:
"Payments for remuneration made in accordance with Clause 3 shall be adjusted as follows:
-

Remuneration pursuant to the rates set forth in Annex C shall be adjusted every 12 months (and, for the first time, with effect for the remuneration earned in the [13] th calendar month after the date of the Contract) by applying the following formula:

$$R_t = R_{t_0} \times I_t / I_{t_0}$$

where R_t is the adjusted remuneration, R_{t_0} is the remuneration payable on the basis of the rates set forth in Annex C for payable remuneration, I_t is the official rate of inflation for the first month for which the adjustment is to have effect and, I_{t_0} is the official rate of inflation for the month of the date of the Contract.”]

5. Project Administration

A. Coordinator

The PA designates Mr./Ms. [insert name] as PA’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 PA.

B. Timesheets

During the course of their work under this Contract the Consulting Firm/ Consortium’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 Consulting Firm/ Consortium shall keep accurate and systematic records and accounts in respect of the Services, which will clearly identify all charges and expenses. The PA reserves the right to audit, or to nominate a reputable accounting firm to audit, the Consulting Firm/ Consortium’s records relating to amounts claimed under this Contract during its term and any extension, and for a period of three months thereafter.

6. Performance Standard

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

7. Confidentiality

The Consulting Firm/ Consortium 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 PA’s business or operations without the prior written consent of the PA.

8. Ownership of Material

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

-
- 9. Consulting Firm/ Consortium Not to be Engaged in Certain Activities** The Consulting Firm/ Consortium agrees that, during the term of this Contract and after its termination, the Consulting Firm/ Consortium and any entity affiliated with the Consulting Firm/ Consortium, shall be disqualified from providing goods, works or services (other than the Services or any continuation thereof) for any project resulting from or closely related to the Services.
- 10. Insurance** The Consulting Firm/ Consortium will be responsible for taking out any appropriate insurance coverage for their personnel and equipment.
- 11. Assignment** The Consulting Firm/ Consortium shall not assign this Contract or Subcontract any portion thereof it without the PA's prior written consent.
- 12. 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.
- 13. 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 PA
CONSORTIUM

FOR THE CONSULTING FIRM/

Signed by _____

Signed by _____

Title: _____

Title: _____



NOTIFICATION

No.F&W(SOII)GIS/SFMP/2020 In pursuance of Rule-31 of the Sindh Public Procurement Rules, 2010 (Amended 2019), the Complaint Redressal Committee (CRC) to address the complaint of bidders that may occur during the consultant selection proceedings under approved development scheme ADP No.894 titled "Afforestation & Reforestation of Degraded Forest Ecosystems for Enhancing Carbon Sequestration to Secure Carbon Financing" (ARECS) is hereby constituted with following composition and functions & responsibilities.

- | | | |
|----|---------------------------------------------------------------------------|----------|
| 1 | Secretary Forest & Wildlife Department, Government of Sindh. | Convenor |
| 2. | Representative of Accountant General Sindh (not below the rank of BS-18). | Member |
| 3. | Dr.Lekhraj Kella Chief Conservator of Forests Sindh (Retired) | Member |

Functions & responsibilities

The Complaint Redressal Committee shall act as per provisions of Rule-31 (4) & (5) of SPP Rules, 2010 (amended 2019).

SECRETARY TO GOVERNMENT OF SINDH
FOREST & WILDLIFE DEPARTMENT

No.No.F&W(SOII)/ADP 894/2025-26 Karachi, dated the December, 2025

A copy is forwarded to:

- Accountant General Sindh, Karachi.
- Chief Conservator of Forests, Riverine & Inland Forests, Sindh at Hyderabad.
- Chief Conservator of Forests, Mangroves, Sindh at Karachi.
- ✓ Project Director (ARECS), Hyderabad.
- Publisher, Sindh Government Printing Press Karachi for publication in the next issue of Government Gazette.
- All committee members.

Asad Shah
12-12-25
SECTION OFFICER-II
FOR SECRETARY TO GOVERNMENT OF SINDH