



Request for Expressions of Interest Document

Hiring of Consulting Firm for Designing & Implementing Women's Linkages Program

State Bank of Pakistan

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Section – I
REQUEST FOR EXPRESSIONS OF INTEREST
(CONSULTING SERVICES)

Pakistan Financial Inclusion & Infrastructure Project

Credit No.: 5989-PK (Part B)

Project ID No. P159428

Assignment Title: Firm to Assist in the Design & Implementation of Women’s Linkages Program

Reference No. PK-SBP - FIIP-64999-CS-QCBS

The State Bank of Pakistan (SBP) has received financing from the World Bank towards the cost of the Financial Inclusion & Infrastructure Project, and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include designing and implementing a women’s linkages program to foster availability of finance to women entrepreneurs. The aim of the consultancy is to provide recommendations on improving access to finance to SMEs owned by women entrepreneurs of Pakistan and to assist banks in designing women specific financing & non-financing products. It will ultimately contribute in enhancing the ability of women entrepreneurs to pursue economic opportunities and to grow their businesses. The consultancy will focus on addressing the extent to which women are less able to access finance. For the purpose, the hired consultant will develop a comprehensive plan for designing and implementing the Women’s Linkages Program for improving access to finance in Pakistan. The consultancy will aim to i) conduct a diagnostic Survey, ii) prepare an action plan to implement the proposed recommendations including a mechanism for monitoring the plan and iii) do product development.

The detailed Terms of Reference (TOR) of the assignment can be downloaded from the website: www.sbp.org.pk.

SBP now invites interested consultants/ joint ventures to indicate their interest to **Assist in the Design & Implementation of Women’s Linkages Program** as per the provision mentioned in the Terms of Reference. The eligible firms are required to demonstrate/ provide requisite information to prove their qualification/ eligibility to perform the assignment. In this regard, there are prescribed instructions which have been mentioned in the Instructions for the Consultancy Firms which may be downloaded from the website www.sbp.org.pk. Prospective firms are encouraged to provide materials/ information that would be specific to the proposed services only by giving all the relevant details as required in the Instructions, and to avoid submitting generic promotional material. The unrelated or incomplete materials/ information shall not be considered. The parameters for evaluation of REOIs responses are as follows:

- a) General Capability (Max Score= 15)
- b) Relevant Experience (Max Score=40)
- c) Technical Capability (Max Score 45)

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank’s “Procurement Regulations for IPF Borrowers” July 2016 [*Revised November 2017 and August 2018*] (“Procurement Regulations”), setting forth the World Bank’s policy on conflict of interest, the same shall be observed while participating in the procurement process.

“A firm that has been engaged by the Borrower to provide Consultancy Services for the preparation or implementation of a project (or an affiliate that directly or indirectly controls, is controlled by, or is under common control with that consulting firm), shall be disqualified from subsequently providing Goods, Works, or Non-Consulting Services resulting from, or directly related to those Consulting Services”.

Consultants may associate with other firms to enhance their qualifications, but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.

A consultant will be selected through “Quality and cost based selection (QCBS) Method” in accordance with the procedures set out in the World Bank’s Procurement Regulations. In addition, the whole procurement process will be governed under the World Bank “Procurement Regulations for IPF Borrowers” July 2016 [*Revised November 2017 and August 2018*].

Expressions of interest must be delivered in a written form to the address below (in person, or by post) by or before 1100 hours on August 21, 2019 which shall be opened on same day at 1130 hours in the presence of representatives of consulting firms who may choose to be present. This REOI is also available on the websites: www.sbp.org.pk/www.ppra.org.pk.

The assignment title of the consultancy should be clearly written on the front of the envelope or in the subject line.

Joint Director

Procurement Division-II, General Services Department
State Bank of Pakistan – SBP BSC, 4th Floor, BSC House
I.I Chundrigar Road, Karachi, Pakistan
Tel: + 92 – 21 – 3311 5420 / 3311 5963
Email: gsd.proc2@sbp.org.pk

Section II: TERMS OF REFERENCE

Designing & Implementing Women Linkages Program

1. Objectives

The key objective of this project is to develop a comprehensive plan for designing and implementing the Women Linkages Program for improving access to finance in Pakistan. The project aims to i) conduct a diagnostic Survey, ii) prepare an action plan to implement the proposed recommendations including a mechanism for monitoring the plan and iii) assist banks in designing women specific products financing & non-financing products & services.

The diagnostic survey on women's access to finance w.r.t. SME financing will include following:

- Define the key impediments faced by women entrepreneurs
- Study the current initiatives taken by various organizations (including banks) in Pakistan to improve financing to women entrepreneurs. Also study the international success stories.
- Identify sectors wherein women entrepreneurs are more involved and identify their needs & financing requirements.
- Prepare a report on key findings of survey.

The Action plan will be prepared with proposed timelines with sequence of actions/ roadmaps prioritized with cost estimates and responsible authorities.

- Design a plan by clearly defining the financial solutions and different activities needed to enhance women's access to finance
- Propose products needed to enhance access to finance to women owned SMEs through formal banking channel
- Propose an action plan in order to create awareness among women entrepreneurs
- Prepare a final report with key findings and recommendations and present to SBP
- Plan and arrange sessions for report dissemination among concerned stakeholders.
- Propose a monitoring mechanism for action plan.

The consultancy will also assist banks in designing women specific financing & non-financing products and services and their dissemination. It will assist in developing products as per needs and business requirements of women owned SMEs as identified in diagnostic survey report.

2. Background

Banking industry of Pakistan started focusing on small and medium enterprise (SME) sector during the period of 2004-2006 because of which SME financing (Rs. 408 billion) reached at 17 percent of total private sector financing in December 2006¹. However, following the economic slowdown since 2007-08, SMEs became less profitable and highly risky ventures for bankers. Due to various regulatory measures and facilitative role, SME financing started rising from 2013. The outstanding SME financing reached Rs 451 billion in December 2017 compared to Rs 284 billion in December 2013.

SBP has recently launched a 'Policy for Promotion of SME Finance' to further prioritize the SME financing. This policy comprises of nine pillars. This policy mainly covers i) improving regulatory framework through revising prudential regulations, strengthening secured transactions framework

¹ Policy for Promotion of SME Finance, issued on Dec 22, 2017

and introduction of SME targets, ii) market development through SME supportive subsidized refinance schemes, risk coverage scheme, Islamic SME financing, cluster surveys and non-financial advisory services , and iii) improving capacity building and awareness creation of bankers and SMEs. It is expected that due to the different measures taken under this policy, SME financing will reach 17 % of private sector financing by CY 2020.

Access to finance for women remains a key challenge in Pakistan. Women in Pakistan face both social and financial challenges in setting up and running a business as the overall environment is not very conducive for female entrepreneurship. Other than the lack of family support, financial constraints act as a major hurdle restricting women from opting for entrepreneurship. Banks in general are hesitant to lend to start ups and in case of females this reluctance increases due to a high risk associated with such financing. The share of female borrowers was a mere 5% in the total outstanding SME borrowers as of December 31, 2017.

Realizing the importance of female contribution towards economic development, different measures have been taken to facilitate women entrepreneurship particularly with respect to increasing access to finance. National Financial Inclusion Strategy (NFIS) of Pakistan was launched in 2015 to increase the access and usage of financial services especially for the under-banked and un-served population of the country. Improving financial inclusion of women is one of the priority areas under NFIS as it aims to enhance formal financial access to 50 percent of the adult population and envisions that 25% of adult females should have a formal bank account by end of 2020.

Financial Inclusion & Infrastructure Project (FIIP):

To support the implementation of Pakistan's NFIS, the World Bank Group (WBG) has approved a Financial Inclusion and Infrastructure Project (FIIP) and has provided financial intermediary loan to Government of Pakistan. Improving access to financial services for microenterprises and SMEs (MSMEs) is one of the key focus of this project. It especially seeks to substantially increase access and usage of financial services by women and support women-owned SMEs

3. Scope of Work

The aim of this project is to provide recommendations on improving access to finance to SME owned women entrepreneurs of Pakistan. It will study the available financing sources (formal and informal) as per needs of women-owned SMEs and recommend financial solutions. However, the main focus will be determining the formal financing solutions for women-owned SMEs. It will also assist banks in designing specific products as per needs of these SMEs. While doing so, the consultancy will survey the existing financial products available for women entrepreneurs through surveys, focus groups, workshops, etc. with at least 10 banks. It will highlight the reasons of a product's success or its failure (as deemed appropriate). It will ultimately contribute to enhancing the ability of women entrepreneurs to pursue economic opportunities and to grow their businesses. The project will focus on addressing the extent to which women are less able to access finance. It is clearly understood that if women cannot access financial resources, they are at disadvantage in comparison to male entrepreneurs. For the purpose, the hired consultancy will do a diagnostic survey in Pakistan. Moreover, the consultancy will also give an overview of international best practices and share success stories of jurisdictions where women financing has been enhanced. It will also do the stock taking of the current initiatives taken by various organizations in Pakistan to improve financing to women entrepreneurs.

4. Cost

The consultancy should estimate the costs for implementation of their recommendations. Costs may include expenses to be incurred to arrange trainings, workshops and skills development programs which can help women entrepreneurs to improve their business output. It may also include cost of development of systems/applications (if recommended), and changes in regulations/laws (where applicable).

5. Core Operational Standards

The consultancy will highlight the best international practice with reference to the women-owned SME financing. In this regard, impediments faced by these SMEs and their financial solutions, available financing schemes for women specific financing, size, sector, type of loan, quality of underlying collateral, risk profile of borrower, will be elaborated.

Further, firm will conduct the diagnostic survey in Pakistan covering a large range of women-owned SMEs and potential entrepreneurs who are financially excluded either because of reluctance or unawareness. It will describe the reasons of their exclusions, their needs & demands and proposed financial solutions. This survey should focus on impediments both financial as well as non-financial (domestic, social, political, geographical, and legal) faced by women owned businesses. Existing sources of financing (including banks) being used by these businesses should be explored along with cost implications of these sources for the businesses Vis a vis cost if formal source of finance are used by these businesses. Special focus shall be given to suggesting non-conventional yet sound forms of collateral that can be offered by women borrowers to secure banking credit. Their recommendations will help banks to develop specific products. Further, firm will also propose programs enabling women to enhance their financial knowledge.

6. Marketing, Awareness Creation and Capacity Building

Women-owned SMEs and potential entrepreneurs will need to be brought on board in terms of creating awareness and capacity building. The consultancy is to outline a comprehensive plan for marketing and awareness that involves all stakeholders from both supply and demand side including trade associations, chambers of commerce and industries, and other trade bodies. It may also target universities and technical education facilities for women entrepreneurship. The consultancy will also ask women entrepreneurs about their views on different areas of capacity building to ensure relevance and usefulness of awareness campaign. It should also help in knowing areas of training, which women entrepreneurs think, are necessary for them.

7. Implementation Plan

The consultancy should provide a proper Implementation Plan of their proposed recommendations along with schedule and cost estimate.

8. Deliverables

Following are the key deliverables of this consultancy:

- Conducting a diagnostic survey on women's access to finance w.r.t SMEs
- Action plan with timelines and sequence of actions/ roadmaps prioritized with cost estimates and responsible authorities. Also, a mechanism to monitor the progress of the plan will be needed
- Assisting banks to design and develop products as per specific financing needs of these women SMEs.

- List of essential trainings with reasons and justifications why the proposed trainings/ awareness campaigns are important. Some of such training may include non-financial advisory services (business plan development, feasibilities, filing tax return, product branding, product packing, etc)
- Proper targeting of women entrepreneurs with growth potential and identification of relevant programs.
- A comprehensive Report of the survey including the points mentioned in scope of work and core operational procedure.
- The comparison may be made with other economies of comparable scale and nature.
- The report should seek to fully understand the barriers for women in use of deposit, loan, payment and insurance products. These barriers can be classified into demand side, supply side and legal & regulatory barriers.
- The report should also recommend appropriate product design features that can be helpful in overcoming these barriers.
- The report should also take stock of different initiatives/ programs being implemented by different agencies in Pakistan for promotion of Women based SME financing, clearly highlighting the success cases. There should be at least 15 such programs or products with recommendations.
- An Implementation Plan to execute the proposed activities as mentioned in report
- Financial requirements to execute the plan
- A presentation to the IH&SMEFD team
- For monitoring the progress of the consultancy, following reports shall be submitted:
 - a) Inception Report of the Project – (after 1 month of project initiation). It will include the outline of plan conducting a diagnostic survey, dissemination of its finding and outline for assisting banks in developing women specific financing products based on finding and recommendations of diagnostic survey.
 - b) First Draft of Diagnostic Survey Report (after 5 months of project initiation)
 - c) Final Draft of Diagnostic Survey Report – (after 7 months of project initiation). This report will include the finding of diagnostic survey and its dissemination plan. This report will also include the action plan based on recommendation of findings of diagnostic survey along with monitoring mechanism.
 - d) Progress Report of the Project -Post Diagnostic Survey (after 9 months of project initiation) – This report will also include plan and implementation for assisting banks in developing women specific financing products.
 - e) Final Project Report (after eleven months of project initiation) -This report will include the progress and findings after assisting banks in developing women specific products.
 - f) Presentation to State Bank – within two weeks of submission of Final Project Report.

9. Methodology

The methodology will be at the discretion of the Consulting Firm. However, it is recommended that the following secondary material should be reviewed for this exercise:

- National Financial Inclusion Strategy (including relevant Technical Notes)
- SME Financing Data Tables, State Bank of Pakistan

- FIP Annual Reviews
- Report on : “State of Financial Inclusion of Women in Pakistan”

Key informants for this exercise will include:

- State Bank of Pakistan, IH&SME Finance Department
- State Bank of Pakistan, FIIP Secretariat
- SBP BSC- Development Finance & Support Department
- Small and Medium Enterprise Development Authority (SMEDA)
- Securities and Exchange Commission of Pakistan (SECP)
- Commercial Banks
- Microfinance Banks
- World Bank, Financial Inclusion and Infrastructure Programme Team
- Karandaaz
- International Finance Corporation (World Bank)
- Women chambers of commerce & industries
- Relevant federal and provincial ministries/ departments

10. Duration of Consultancy

It is anticipated that this work will be undertaken and completed within the space of 11.5 months.

11. Payment Terms

Following are the proposed payment terms:

- 10 % payment will be released on the submission and approval of inception report of the project.
- Further 15% payment will be provided after the submission and approval of First Draft of Diagnostic Survey Report.
- 25 % payment will be released on the submission and approval of Final Draft of Diagnostic Survey Report.
- 15 % payment will be released on the submission and approval of Progress Report of women specific products.
- 25% payment will be released on the submission and approval of Final Project Report of women specific products
- 10% payment will be released after presentation to the State Bank.

12. Reporting & Coordination

The main point of contact for this exercise during execution of contract from SBP will be:

Mr. Shahid Ali Khan
 Additional Director
 Infrastructure, Housing & SME Finance Department
 State Bank of Pakistan
 Karachi
 Email: shahid.Ali3@sbp.org.pk
 Ph: +92-21-32453552

13. Ownership of Confidential Information

The consulting firm would ensure that all the data/ information collected under this consultancy is kept confidential and will be the sole and exclusive property of SBP. The consulting firm will not, acquire any right, title or interest in or to any of the confidential information collected for this consultancy.

Section III: Instructions to Consultants

<p>1. Scope of Expression of Interest</p>	<p>State Bank of Pakistan, having its principal place of business at I.I. Chundrigar Road, Karachi, Pakistan which terms, wherever the context permits shall be deemed to include its subsidiaries hereinafter interchangeably called the “Bank” invites sealed Interests for “ <i>Hiring of Consulting Firm for Designing & Implementing Women’s Linkages Program</i> ” under World Bank financed project titled “Financial Inclusion & Infrastructure Project”.</p>																															
<p>2. Eligibility of the Consultant</p>	<p>The Consulting firms will be required to fulfil the eligibility criteria as defined in paragraph, 3.21 of the World Bank’s “Procurement Regulations for IPF Borrowers” July 2016 [<i>Revised November 2017 and August 2018</i>] (“Procurement Regulations”)</p>																															
<p>2. Qualification of the Consultants</p>	<p>All the consulting firms are eligible to participate in the procurement process if they meet the following eligibility criteria. Further shortlisting process will be carried out as per paragraph 7.17 of the World Bank’s “Procurement Regulations for IPF Borrowers” July 2016 [<i>Revised November 2017 and August 2018</i>] (“Procurement Regulations”)</p> <table border="1" data-bbox="496 927 1305 1375"> <thead> <tr> <th>#</th> <th>Qualification/ Shortlisting Criteria</th> <th>Evaluation Parameter</th> </tr> </thead> <tbody> <tr> <td colspan="3">1- Qualification Criteria</td> </tr> <tr> <td>1</td> <td>Interested Firms / Consultants must be registered with tax authorities and appear on Active Taxpayer List of FBR (where applicable).</td> <td>Mandatory Criteria</td> </tr> <tr> <td>2</td> <td>The participating firm/joint venture/sub consultant should not be blacklisted/debarred/sanctioned by any Organization/agency and information provided in Request for expression of interest response/submission is correct.</td> <td>Mandatory Criteria</td> </tr> </tbody> </table> <p>Only eligible qualified firms ((i.e. after meeting mandatory qualification criteria) will be further evaluated against score based evaluation criteria.</p> <p align="center">2- Score Based Evaluation Criteria</p> <table border="1" data-bbox="496 1581 1342 1968"> <thead> <tr> <th>Sr. #</th> <th>Criterion</th> <th>Max Exp. in years</th> <th>Overall Score</th> <th>Max. Score</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>General Capability</td> <td></td> <td></td> <td>15</td> </tr> <tr> <td>A.1</td> <td rowspan="2">Core business of the consultant (Score will be allotted based on the area/field in</td> <td>Small/ Medium Business Feasibility Studies</td> <td>5</td> <td>5</td> </tr> <tr> <td></td> <td>Surveys</td> <td>3</td> <td></td> </tr> </tbody> </table>	#	Qualification/ Shortlisting Criteria	Evaluation Parameter	1- Qualification Criteria			1	Interested Firms / Consultants must be registered with tax authorities and appear on Active Taxpayer List of FBR (where applicable).	Mandatory Criteria	2	The participating firm/joint venture/sub consultant should not be blacklisted/debarred/sanctioned by any Organization/agency and information provided in Request for expression of interest response/submission is correct.	Mandatory Criteria	Sr. #	Criterion	Max Exp. in years	Overall Score	Max. Score	A	General Capability			15	A.1	Core business of the consultant (Score will be allotted based on the area/field in	Small/ Medium Business Feasibility Studies	5	5		Surveys	3	
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A	General Capability			15																												
A.1	Core business of the consultant (Score will be allotted based on the area/field in	Small/ Medium Business Feasibility Studies	5	5																												
		Surveys	3																													

	which consultant previously worked)	Any other consultancy area	2		
A.2	Years in Business	10	1 per year	10	
B	Relevant Experience			40	
Sr. #	Criterion	Score for a project	Overall Score	Max. Score	
B1	Prior experience in designing/implementing women's linkage program	5	20	20	
B2	Firm's experience of undertaking research/studies/surveys of related to improving access to finance for women	5	20	20	
C	Technical Capability			45	
Sr. #	Criterion	Score for a project	Overall Score	Max. Score	
C1	Number of Projects in conducting surveys	5	25	25	
C2	Outreach of previous surveys	Coverage in one province=2.5 points Coverage in two provinces=5.0 points Coverage in three provinces=7.5 points Coverage more than three provinces =10 points Note: FATA/GB/AJK will also be considered as province for	10	10	

		scoring purpose.			
	C3	Value of largest contract completed regarding consultancy services	Rs. 2 Million = 1 Point > Rs. 2 Million & upto Rs. 4 Million = 2 Points > Rs. 4 Million & upto Rs. 6 Million = 3 Points > Rs. 6 Million & upto Rs. 8 Million = 4 Points > Rs. 8 Million & upto Rs. 10 Million = 5 Points > Rs. 10 Million & upto Rs. 12 Million = 6 Points > Rs. 12 Million & upto Rs. 14 Million = 7 Points > Rs. 14 Million & upto Rs. 16 Million = 8 Points > Rs. 16 Million & upto Rs. 18 Million = 9 Points > Rs. 18 Million = 10 Points	10	10
Total Score =				100	

<p>3. One Interest per entity</p>	<p>Interested Firms / Consultants shall submit only one Interest, either individually or as a partner in a joint venture or as sub-consultant as per paragraph 3.20 of “Procurement Regulations for IPF Borrowers” July 2016 [Revised November 2017 and August 2018].</p> <p>All partners of the joint venture shall be legally liable, jointly and severally, during the bidding process and for the execution of the contract in accordance with the contract terms, and a statement to this effect shall be included in the authorization. In the event of a successful proposal, payment will be made to lead partner.</p> <p>For firms who shall be in an arrangement of sub-consultant, only the experience/capacity of lead firm shall be assessed. However, such arrangement should be clearly mentioned in Expressions of Interest Response.</p>
<p>4. Cost of Expression of Interest</p>	<p>The interested participating firms shall bear all costs associated with the preparation and submission of their interest, and the Bank will in no case be responsible or liable for those costs.</p>
<p>5. Contents of Expression of Interest</p>	<p>The contents of the Expression of Interest (EOI) Documents are listed below. These should be read in conjunction with any addenda.</p> <ul style="list-style-type: none"> i) Request for Expression of Interest ii) Terms of Reference iii) Instructions to Consultants iv) shortlisting/Qualification Criteria
<p>6. Amendment of Expression of Interest Documents</p>	<p>i) At any time prior to the deadline for submission of Interest, the Bank may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective firm/consultant, amend the Request for Expression of Interest (REOI) document. Amendments will modify or replace/supersede earlier ones.</p>
	<p>ii) Amendments will be provided in the form of Addenda to the Request for Expression of Interest (REOI) document, which will be sent in writing to all prospective participants who received the EOI Documents from the Bank. Addenda will be binding on participants. Participants are required to immediately acknowledge receipt of any such Addenda. It will be assumed that the amendments contained in such Addenda will have been taken into account by the participants in its interest / submission</p>
	<p>In order to allow prospective firms/consultant reasonable time in which to take the amendment into account in preparing their Interests, the Bank may, at its discretion, extend the deadline for the submission of Interests.</p>
<p>A. Preparation of Interests</p>	
<p>7. Language of Interests</p>	<p>The Interests prepared by the consulting firms, as well as all correspondence and documents relating to the Interests exchanged by the participants and the Bank shall be written in English or Urdu. Supporting documents and printed literature furnished by the participants in another language should be accompanied by an accurate translation of the relevant passages in English or Urdu; in this scenario interpretation of the translation shall prevail.</p>

8. Documents Comprising the Interests	<p>The Interests submitted by the consulting firms shall comprise all the documents to establish their Shortlisting/Qualification including incorporation/registration documents as per prevailing laws which includes but not limited to copies of incorporation certificate, tax registration certificates, active taxpayer proof, and other documents in support of Shortlisting/qualification Criteria etc. The successful bidder will ensure compliance with all relevant local tax laws of purchaser country including necessary registration if any required.</p>
B. Submission of Interests	
9. Sealing & Marking of Interests /	<p>The participants shall submit one original and two copies of each Expression of Interest documents in separate envelopes; duly marked the envelopes as "ORIGINAL INTERESTS DOCUMENTS" and "COPY NO. [number]."</p>
10. Deadline for Submission of Interests	<p>Interests must be received by the Bank by the time and at the address specified in Request for Expressions of Interest.</p>
11. Opening of Interests	<p>Expressions of interest shall be opened on same day (submission date) at the time specified in Request for Expression of Interest in the presence of representatives of consulting firms who may choose to be present. The address for opening of Interest is as follows:</p> <p>Learning Resource Centre, State Bank of Pakistan, I.I Chundrigar Road, Karachi</p>
12. Late Submission of Interest	<p>The Bank will not entertain the Interests received after the prescribed deadline. However if it fulfills the requirement of paragraph 7.1 (e) of "Procurement Regulations for IPF Borrowers" July 2016 [Revised November 2017 and August 2018] bank may consider the same.</p>
C. Evaluation of Interests	
13. Selection procedure for shortlisting of Firms	<p>The shortlisting will be done pursuant to paragraph 7.17 of Section VII (Approved Selection Methods Consulting Services) of "Procurement Regulations for IPF Borrowers" July 2016 [Revised November 2017 and August 2018]. The said paragraph mention as follows:</p> <p>"The shortlist shall include not fewer than five (5) and more than eight (08) eligible firms. The Bank may agree to shortlist comprising a smaller number of firms when not enough qualified firms have expressed interest in the assignment, not enough qualified firms could be identified, or the size of the contract or nature of the assignment does not justify wider competition."</p> <p>Note:</p> <p>In case more than one firm have obtained the same overall score, the firm with the highest score in relevant experience will be shortlisted. In case if more than one firms have the same relevant experience as well, then the firm with the oldest incorporation will be shortlisted.</p>

14. Evaluation and Comparison of Interests

Pursuant to Evaluation Criteria contained in this document the Interests submitted by the participants as per Guidelines for Submission of Interests (Section IV) shall be evaluated in detail as per criteria given in Section III.

Section IV- Shortlisting/Qualification Criteria

The Evaluation of Interests will be ascertained based on following parameters:-

#	Qualification/ Shortlisting Criteria	Evaluation Parameter	Mean of Verification	Reference in EOI.
Eligibility Criteria				
1	Interested Firms / Consultants must be registered with tax authorities and appear on Active Taxpayer List of FBR (where applicable).	Mandatory Criteria	Copies of valid Tax registration certificates / NTN Certificates. FBR Website proof of Active Taxpayer List (where applicable).	
2	The participating firm/joint venture/sub consultant should not be blacklisted/debarred/sanctioned by any Organization/agency and information provided in Request for expression of interest response/submission is correct.	Mandatory Criteria	Affidavit on Rs. 100 stamp paper from the participating firm confirming that: (a) firm/joint venture(s)/sub consultant has never been blacklisted/debarred by any organization; (b) All the information provided by the firm/joint venture/sub consultant is correct; (c) name of firm/joint venture(s)/sub consultant is not included in the World Bank/PPRAs /NACTA debarred/sanctioned list. (d) name of firm/joint venture(s)/sub consultant is not included in the UN sanctioned list.	
<p>Only eligible firms ((i.e. after meeting eligibility criteria) will be further evaluated against score based evaluation criteria.</p>				

Short listing Criteria							
Sr. #	Criterion		Overall Score	Max Score	Score Obtained	Mean of Verification	Reference in EOI
A	General Capability			15			
A.1	Core business of the consultant (Score will be allotted based on the area/field in which consultant previously worked)	Small/ Medium Business Feasibility Studies	5	5		Documentary Evidence of relevant assignment	
		Surveys	3			Documentary Evidence of relevant assignment	
		Any other consultancy area	2			Documentary Evidence of relevant assignment	
A.2	Years in Business	10	1 per year	10		Documentary evidence of certificate of registration /incorporation	
B	Relevant Experience			40			
Sr. #	Criterion	Score for a project	Overall Score	Max. Score	Score Obtained	Mean of Verification	Reference in EOI
B1	Prior experience in designing/implementing women's linkage program	5	20	20		A brief on previous relevant projects / assignments completed Along with Copies of Contract / work order / project sign off/ completion certificate(s) / relevant documentary proof	
B2	Firm's experience of undertaking research/studies/surveys	5	20	20		A brief on previous relevant	

	of related to improving access to finance for women					projects / assignments completed Along with Copies of Contract / work order / project sign off / completion certificate(s) / relevant documentary proof	
C	Technical Capability			45			
Sr. #	Criterion	Score for a project	Overall Score	Max. Score	Score	Mean of Verification	Reference in EOI
C1	Number of Projects in conducting surveys	5	25	25		A brief on previous relevant projects / assignments completed Along with Copies of Contract / work order / project sign off / completion certificate(s) / relevant documentary proof	
C2	Outreach of previous surveys	Coverage in one province=2.5 points Coverage in two provinces = 5.0 points Coverage in three provinces =7.5 points Coverage more than three provinces =10 points Note: FATA/GB/AJK will also be considered as	10	10		A brief on previous relevant projects / assignments completed Along with Copies of Contract / work order / project sign off / completion certificate(s) / relevant	

		province for scoring purpose.				documentary proof	
C3	Value of largest contract completed regarding consultancy services	Rs. 2 Million = 1 Point > Rs. 2 Million & upto Rs. 4 Million = 2 Points > Rs. 4 Million & upto Rs. 6 Million = 3 Points > Rs. 6 Million & upto Rs. 8 Million = 4 Points > Rs. 8 Million & upto Rs. 10 Million = 5 Points > Rs. 10 Million & upto Rs. 12 Million = 6 Points > Rs. 12 Million & upto Rs. 14 Million = 7 Points > Rs. 14 Million & upto Rs. 16 Million = 8 Points > Rs. 16 Million & upto Rs. 18 Million = 9 Points > Rs. 18 Million = 10 Points	10	10		A brief on previous relevant projects / assignments completed Along with Copies of Contract / work order / project sign off / completion certificate(s) / relevant documentary proof	
Total Score =				100			

Note:

- 1- After meeting mandatory eligibility criteria, minimum passing score is 60. However, maximum number of consultants to be shortlisted will be observed as per paragraph 7.17 of the World Bank's "Procurement Regulations for IPF Borrowers" July 2016 [Revised November 2017 and August 2018] ("Procurement Regulations"), the said paragraph is reproduced as follows:

"The shortlist shall include not fewer than five (5) and more than eight (08) eligible firms. The Bank may agree to shortlist comprising a smaller number of firms when not enough qualified firms have expressed interest in the assignment, not enough qualified firms could be identified, or the size of the contract or nature of the assignment does not justify wider competition."

In case more than one firm have obtained the same overall score, the firm with the highest score in relevant experience will be shortlisted. In case if more than one firms have the same relevant experience as well, then the firm with the oldest incorporation will be shortlisted.

- 2- The shortlisted Firms / Consultants will be issued the Request for Proposal documents for soliciting sealed Technical and Financial Proposals under Quality and Cost based Selection method" as mentioned in paragraph 7.2 of "Procurement Regulations for IPF Borrowers" July 2016 [Revised November 2017 and August 2018]. The Interests should be submitted in sealed envelopes.

3- Only the Interests submitted in hard copy will be entertained.

GUIDELINES FOR SUBMISSION OF INTERESTS

1. Eligible consulting firm(s) should submit Expressions of Interest (**EOI**) in English/Urdu language along with relevant complete details of their qualification and experience as requested hereunder:
 - i. Name, address, Phone, Fax and E-mail address along with postal and telegraphic address for the head office, branch offices and contact personnel;
 - ii. Certificate of Incorporation/Registration with authorized government department(s) of the firm/association either Sub-consultants or Joint Venture, as Legal Entity.
 - iii. Corporate Profile providing sufficient information/details in following, but not limited to, areas in respect of a firm/each associating firm of a joint venture: -
 - (a) Years of operations;
 - (b) Management Structure/Organogram & Systems of the firm with relevant information about Board/Directors etc.;
 - (c) Core competencies having information in the related areas;
 - (d) CVs of technical resources;
 - iv. Certificate of affiliations with different bodies and ratings if any.
 - v. Any additional documents to support relevant experience of consultancy firm/joint venture;
 - vi. In case of firms, participating in an association, sub-consultant or JV, original Letter(s) of Association from each associating partner, confirming the Lead Partner/Partner in Charge, on the letter head of a firm/partner duly signed and stamped, must be provided;
 - vii. List and status of litigation/arbitration by the consultancy firm or any member of the joint venture(s) against a client, if any;
 - viii. Affidavit from all the participating partners of the association confirming that: (a) applicant firm/joint venture(s) has never been blacklisted by any International, Government/Semi Government Organization and (b) All the information provided by the applicant firm/joint venture is correct.
2. Interested firm(s) must provide lucid information as per above requirements indicating that they are qualified to perform above services and must provide only materials that would be specific to the proposed services, and to avoid submitting generic promotional material.
3. If the EOI response consists of more than one volume, the applicant must clearly number the volumes constituting the EOI and provide an indexed table of contents for each volume. All documents should be securely bound.
4. Any further information/clarification by SBP BSC can be sought.