

DATE: 08/05/2026

REQUEST FOR PROPOSAL (RFP) for Consultancy on

Consolidation and Validation of Village and Village Council Adaptation Plans

RFP Ref. No.: MHPK/KP/08/05/2026

General Conditions for RFP/Evaluation

1. Program Summary:

The British High Commission (BHC) Pakistan has allocated funding for the "Building Resilience and Addressing Vulnerability to Emergencies" to Pakistan (BRAVE) initiative, assigning Concern Worldwide as the lead organization. The primary objective of BRAVE is to enhance climate resilience in Pakistan, focusing on strengthening the Government of Pakistan (GOP) and local communities' capacity to respond and adapt to climate-related shocks. The programme's emphasis is on establishing adaptive shock protection systems, with a target of beneficiaries of 1.5 million individuals across five climate-affected districts.

Concern Worldwide ("consortium lead") in partnership with Muslim Hands is implementing "BRAVE Phase - II" programme in Upper Dir district of Khyber Pakhtunkhwa Province. The Phase 2 of the BRAVE programme started in Upper Dir district from July 2025 with 3 years of implementation in Tehsil Kalkot and Larjam of district Dir Upper.

The following are the four outputs of the program:

Output 1: Inclusive Climate Adaptation Forums formed, which are implementing Climate Action Plans at different administrative levels (village, village council, Tehsil & District)

Output 2: Climate-vulnerable communities and at-risk HHs are taking up more climate-resilient and diversified livelihood pathways.

Output 3: Climate sensitive private sector pathways developed for priority actions that generate financing and jobs.

Output-4: Climate-sensitive public sector pathways for priority sector/s that generate climate knowledge, promote risk-sensitive practices, including risk financing

Purpose of study:

The objective of this consultancy is to review and validate existing Village Adaptation Plans and facilitate the development, consultation, and endorsement of Village Council Adaptation Plans through stakeholder engagement, ensuring alignment, ownership, and integration at both village and district levels.

2. Language:

As determined by **Muslim Hands**, the working language of this Evaluation is English. Other languages will not be accepted.

3. Qualifying and Conditions:

The main criteria for admission to the Evaluation are as follows:

- a) Duly registered with FBR (Federal Board of Revenue), having Valid NTN (National Tax Number) and filer income tax return.
- b) Provision of evidence of financial soundness.
- c) Provision of evidence of technical soundness.
- d) Previous relevant Experience,
- e) Good track record and references from previous clients
- f) Good team composition

4. RFP/Evaluation Basis:

- All RFP/Evaluation Documents must be completed in full; otherwise, the application will be disqualified.
- All Applicants will receive identical documents: No applicant should add, omit, or change any item, term or condition in original papers.
- If Applicants have any additional request and conditions, this shall be stipulated in a separate letter accompanying the bid.
- Each bid shall be valid for the period of 45-days from its date of submission.
- Bids shall be made in writing calculated in PKR only and clearly stated on the appropriate forms.
- All prices must inclusive of all taxes, compulsory payments, levies and duties, including Sales Tax (if applicable).
- The price schedule must include all information requested, including origin of materials.
- The applicant shall attach a detailed timetable for carrying out the works and propose ways and means to realize the works.
- **Muslim Hands** will not be liable for any damage to the applicant person or property in the event that something should occur. **Muslim Hands** strongly recommend that all applicants take extra precaution when visiting/delivering services.

5. Terms of reference (TOR):

The scope of assignment relates to services as per approved TORs provided by **Muslim Hands**.

6. Payments:

Payment will be made as per agreed schedule of payment upon satisfactory delivery and technical evaluation report (if any) of the supplies or services/work as per the TOR.

7. Performance Standards:

The services/work must be undertaken in accordance with all relevant rules, regulations and statutes currently in force in Pakistan.

8. Eligibility of Applicants:

Consultant/Firm cannot apply if they:

- Are bankrupt or in the process of going bankrupt.
- Have been convicted for an offense concerning professional conduct.
- Have been guilty of grave professional misconduct (proven by any means, which the contracting authorities can justify).
- Have not fulfilled obligations related to payment of taxes.
- Are guilty of serious misinterpretation in supplying information.
- Are in situations of conflict of interest (with prior relationship to project or family or business relationship to parties on **Muslim Hands**).



- Were declared at serious fault of implementation owing to a breach of their contractual obligations
- Are on any list of sanctioned parties issued by the Pakistan Government, United Nations, and European Union.

9. Bid Evaluation:

The Evaluation Committee will check the RFP/Evaluations to ensure that they contain no amendment to the terms or any other (calculation) errors. To assist in the examination, evaluation and comparison of bids, the Evaluation Committee may, at its discretion, request clarification from the **Muslim Hands** staff or consultant.

1. **Technical Evaluation and Financial Evaluation:** The offers will first be evaluated on technical merits. The capacity of the company on the basis of submitted technical documents.
2. The financial evaluation subject cost of assignment given in the TORs.
3. **Other Evaluations:** After ranking companies according to financial and technical criteria, the Evaluation Committee may take into account other criteria, including, but not limited to record of past performance, integrity, samples and community repute, when assigning companies to the designated short list.
4. **The Consultant/Firm are advised to send Proposals as Single stage One envelop process. Submit sealed envelopes through courier to Muslim Hands office address.**
5. The envelope will be clearly marked with the name of project applied for, location/s of project, name & address of supplier/vendor.
6. **RFPs/Evaluations/Quotes through fax, email, or by hand will not be accepted.**

9.1 Technical and Financial evaluation:

For the award of this consultancy, MHP has established evaluation criteria which govern the selection of offers received. Evaluation is made on a technical and financial basis. The percentage assigned to each component is determined in advance as follows:

- Technical: 70%
- Financial: 30%

Percentage distribution for technical evaluation will be 70%. Maximum available scores are listed in the table below. To be rendered technically qualified bidders’ technical proposals should score a minimum of 42% out of the 30 points will result in technical non-compliance and elimination from the financial evaluation process.

Structure of Technical Proposal/ Expression of Interest and Submission Guidelines

Interested potential consultants/ consultancy firms with relevant experience submit sealed technical and financial proposals containing following documents Heading	Page limit	Assessment Score
Understanding of the Terms of Reference	02	
Lead Consultant Skills and Previous Experience	02	
Methodology and Approach	03	
Annexes – references, consultant must submit 2 samples reports – bids without samples will not be evaluated		
Financial Proposal	01	

The Technical offer score will be calculated according to the percentage distribution for the technical and financial offers. MHP will draw up a short list of 3-5 Technically qualified offers from the submissions received and expects to conduct supplier visits after technical evaluation process.

Clarifications on Proposals:

To assist in the examination, evaluation, and comparison of proposals, MHP may at its discretion ask the Bidder for clarification about the content of the proposal. The request for clarification and the response shall be in writing and no change in price or substance of the proposal shall be sought, offered, or accepted.

The **Financial offer** will use the following percentage distribution: **30%** from the total score. The financial component will be analyzed only for those suppliers that pass the technical evaluation.

The maximum number of points will be allotted to the lowest (but realistic) price offer that is opened and compared among those invited firms. All other price offers will receive points in inverse proportion to the lowest price, e.g. $(\text{total Price Component (30\%)} \times (\text{PKR lowest price offer}) \setminus (\text{PKR other suppliers price offer})) = \text{points for other suppliers Price Component}$.

10. Selection of RFP:

Selection of the successful applicant will be based on the ranking of companies according to technical and financial criteria, as well as any other criteria suggested by the Evaluation Committee. Based on this the Committee will then make a recommendation.

11. Acceptance of Successful RFP:

Taking into consideration the recommendation of the Evaluation Committee, **Muslim Hands** will make the final choice of the awarded firm. **(Muslim Hands)** will then send a letter of acceptance to the successful applicant. After submitted documentation from the selected firm has been verified, the firm will then be obliged to sign the contract for the stated amount. Any amendment to the award will be documented as an “Annex” to the contract and will be determined by **(Muslim Hands)**.

12. Delivery: Delivery must be made as per the schedule provided by MH of the sites/camps/location.

MHP will not be responsible for locating or securing any information that is not identified in the bid. Accordingly, to ensure that sufficient information is available, the bidder shall furnish, as part of the bid, any descriptive material such as extracts, descriptions, and other necessary information it deems would enhance the comprehension of its offer.

2. Specific Terms & Conditions:

Preference will be given to bidders possessing specific past work experience. Evaluation committee reserves the right to cancel/reject any or all offers without assigning any reason and it can't be challenged in any court of law.

1. Payment will be made on satisfactory delivery of supplies/Services /completion of work through online or cheque after deduction of applicable taxes.
2. Bid price must be **inclusive of delivery costs and all admissible taxes** while relevant taxes will be deducted at source. Copies of NTN numbers must also accompany in submitted bids.
3. Procurement committee reserves the right to alter the quantity (**order may be issued in full or partial**), if required.
4. An agreement will be signed with successful bidder(s) for timely supply of appropriate quality items and method of payment. Failure to meet the conditions of the agreement will result in cancellation of the agreement at the risk and cost of the **vendors/supplier/firms**.
5. In case the supplies are delayed, (**Muslim Hands**) will impose a **penalty of 5% per day for delayed work** and **will impose penalty of 5% on total contract amount** if provided **low quality/substandard medicines/material**.
6. The selected vendors will have to submit 05% CDR/PO (in the name of Organization) of the total value of the quoted bid price at the time of signing of contract.
7. **Muslim Hands** reserves the right to forfeit the 05% CDR in case of breach of the agreement.
8. RFP Offers must be valid for minimum 45 days after the bids opening.
9. RFP publication does not constitute any commitment on part of (**Muslim Hands**) unless a written agreement is signed between both parties.
10. The prices should be quoted on the letter head of the company/firm in the given format, and all other supporting documents should be attached with it.
11. Lowest price will not be the **sole criteria; quality, capacity of the vendor, delivery time and previous relevant experience** will also be considered.

The last date for submission of sealed bids (Technical & Financial) is on

Friday May 22nd, 2026, before 14hrs.

“Bids submitted after the stipulated date and time will not be entertained as per Muslim Hands policy”

**Address for submission of sealed bids:
Procurement Committee**

Muslim Hands Regional office

House No 16-A Street No 02 Hussain Abad Colony Main Gulbahar Road Peshawar 091-2606199

Annex - A**Terms of Reference**

Project Name: “Climate Resilience Component of Building Resilience and Addressing Vulnerability to Emergencies (BRAVE-II) in Pakistan Programme.”

Project Title	Consolidation and Validation of Village and Village Council Adaptation Plans	
Organization	Muslim Hands Pakistan	
Duration	Time frame	
	The Consolidation and Validation Study is expected to be performed within 15 working days commencing 2 weeks of May 2026 with following break up of activities; Activity	Timeframe
	Project Document and Secondary data review	2 days
	<i>Initial meeting with MH and Concern staff at district level (reviewing/confirming selected markets)</i>	1 day
	Field work Upper Dir district (depends on number of persons consultant engage)	6 working days
	Data analysis	3 working days
	Feedback and analysis meeting/workshop	1 working days
	Reporting writing	2 days
	Total	15 days

Background

Muslim Hands is an International Relief & Development Organization established in 1993. The organization is currently operating in 52 countries, carrying out short-term and long-term projects both directly and through partner organizations.

Muslim Hands has worked extensively to improve the resilience of disaster-affected and at-risk communities through climate- smart interventions. Through its evidence-based programming, Muslim Hands has built an in-depth understanding of the local context and has developed extensive local networks and excellent working relations with communities, partners, and government agencies.

The Objective of the Assignment

Specific Objectives:

- To review and validate the existing Village Adaptation Plans (VAPs) developed by Village Climate Adaptation Forums (VCAF) and develop VC-CAFs level plan from the raw data, ensuring their relevance, accuracy, and alignment with current community needs and climate risks.
- To assess the effectiveness and inclusiveness of the planning process, particularly the participation of vulnerable groups (women, persons with disabilities, and marginalized households) in the development of Village Adaptation Plans.
- To identify gaps, priorities, and opportunities within the validated Village Adaptation Plans for strengthening climate resilience and adaptation at the community level.
- With support from Muslim Hands, carry out mapping of relevant stakeholders and undertake consultations to inform the development of Village Council Adaptation Plans.
- To consolidate validated village-level priorities into comprehensive Village Council Adaptation Plans that reflect local needs, climate risks, and development opportunities.
- To facilitate coordination and alignment between community-identified priorities and local governance structures at District level plans.
- To organize and conduct District level validation workshops involving relevant stakeholders to review, validate, and endorse the Village and Village Council Adaptation Plans.
- To incorporate feedback from stakeholders into the final Village Council Adaptation Plans, ensuring ownership, feasibility, and institutional support for implementation.

Terms of References (ToRs)

Target group:

The study will engage a wide range of District level stakeholders to ensure comprehensive validation and alignment with local priorities. These include Village Council representatives, relevant local government representatives, and where applicable, extension staff or representatives from line departments working at the local level. In addition, local leadership and community representatives will be actively involved to provide support, ensure coordination, and facilitate the integration of community-identified priorities into Village Council-level planning processes.

Geographical scope Upper Dir district of Khyber Pakhtunkhwa Province

Assessment Approach and Methodology:

The study will adopt a participatory and inclusive approach, ensuring active engagement of community members, local institutions, and Village Council-level stakeholders. The process will be bottom-up, starting from village-level validation and moving towards development of Village Council level plans that contribute in district ADP, district contingency planning, District climate adaptation plans etc.

Deliverables

The consultant(s) will produce following key deliverables (subject to further refinement in consultation with the stakeholders).

- Deep and focused analysis vocational trades to identify 10-15 potential vocational skills with a high market demand.
- Specify skills for women and other vulnerable (youth, poor, disabled, marginalized) groups. List of potential service provide both public and private with Capacity Assessment by identifying existing capacities in at least 5-7 TVET service providers in the provision of skills trainings in target districts (curriculum, Training Facilities, On the Job Training, existing trainings and facilities, outreach, certification standard and post training support etc.).

---End---

Format for Proposal (Annex B)

Not more than 5 pages (A4)

1. Brief background and understanding of the task.
2. Two separate work plans with Gantt chart
3. Methodology for assessment tools and data collection
4. Methodology for Trainings and draft agendas
5. Payment plan
6. Weekly and Monthly report schedule (as required) and submission deadlines.
7. Bibliography

Technical Proposal Format:

- 1. Cover Letter:** Introduce your organization and express your intent to submit a proposal. Mention the RFP title and any identification number provided.
- 2. Executive Summary:** Provide a concise overview of your proposal, highlighting your understanding of the project, your proposed solution, and key benefits you offer.
- 3. Introduction and Background:** Explain the purpose of the RFP, the project's objectives, and the background information that led to the need for this project.
- 4. Scope of Work:** Clearly define the tasks, deliverables, and outcomes expected from the project. Detail the specific activities, responsibilities, and timeline.
- 5. Project Methodology:** Explain how you plan to approach the project, including the methods, tools, and techniques you'll use to achieve the project's objectives.
- 6. Technical Approach:** Provide a detailed description of your technical solution, including any innovative approaches, technologies, or strategies you'll employ.
- 7. Project Team:** List the key members of your team who will be involved in the project, their roles, qualifications, and relevant experience.



- 8. Qualifications and Experience:** Highlight your organization's experience, capabilities, and achievements related to similar projects. Provide relevant case studies or examples.
- 9. Implementation Timeline:** Present a clear timeline that outlines the project milestones, key activities, and deadlines. Use a Gantt chart or similar visual aid if possible.
- 10. Evaluation Criteria:** Specify the criteria by which your proposal will be evaluated, such as relevant experience, technical approach, cost, and more.
- 11. Terms and Conditions:** Outline any terms, conditions, and legal requirements that the Consultant/Firm must adhere to if the proposal is accepted.
- 12. Submission Requirements:** Provide instructions on how the proposal should be submitted, including format, deadlines, and contact information.
- 13. Contact Information:** Include contact details for any inquiries or clarifications related to the RFP.

Technical proposal

S. No	Description		Detail	Remarks
1	Project ID (internal)			
2	Name of Firm			
3	Postal Address:			
4	NTN/STN No.			
5	Bank Account Details:		Title of account: Name of Bank:	
6	Year of Establishment a. With FBR b. Any Other			
7	Past Experience (in Years)			
8	Experience in providing (in years)			
9	Locations of already completed such activities & years			
10	Name of organizations your firm has worked with			
11	Proposed Duration of Project completion (in months)			
12	Proposed payment schedule			
13	Brief implementation strategy			
14	Other additional information you may share as supporting documents for the proposal			
15	Firm is requested to please share company profile along with proposal			

Name: _____

Signature & Stamp: _____

Financial Proposal

[Must be submitted by Firms/Consultants in separate sealed envelopes

(otherwise, will be rejected)

The **Consultant/Firm** will complete the schemes in one phase. If the **Consultant/Firm** will fail to deliver the satisfactory quality of services/deliverables then the contract will be discontinued and agreement will be terminated and deduction will be made as per **Muslim Hands policy** against each scheme.

Sr. no	Item Description	Unit	Quantity	Costing	
				Unit Cost PKR	Total Cost PKR
A	Human Resources				
1	Deliverable – 1	Days			
2	Deliverable – 2	Days			
3	Deliverable – 3	Days			
4	Deliverable – 4	Days			
	Sub Total – A				
B	Support Cost				
1	Field visits (If any)	No.			
2	Report, Design/Maps/BOQs etc., Communication and other charges.	No.			
	Sub Total – B				
	Grand Total (Inclusive of all applicable taxes) A- B				