

DATE: 8/07/2026

REQUEST FOR PROPOSAL (RFP) for Consultancy on
Development of “Local Climate Change Adaptation Plans (LCCAPs)”
for Two Union Councils in Buner
(UC BATARA) and Shangla (PIR KHANA) Districts

RFP Ref. No.: MHPK/KP/19/06/2026

General Conditions for RFP/Evaluation

1. Scope:

Muslim Hands invites Proposals for the services described and summarized in accordance with procedures, conditions and contract terms, as prescribed in the Evaluation documents. **Muslim Hands** reserve the right to vary the quantity of work/deliverables/report specified in the TORs without any changes in unit price or other terms and conditions and to accept or reject any, all, or part of submitted offers.

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 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 (Attached as Annex -1) 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 deliverables/work/report as per the TOR (Attached as Annex -1).

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:

Individual Consultant or 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 **Procurement 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 **Procurement 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 **Procurement 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 Individual Consultant or Firm/s are advised to send Proposals as Single stage TWO 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/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 as mentioned in the TOR (Attached as Annex -1).

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 **Procurement Committee**. Based on this the Committee will then make a recommendation.

11. Acceptance of Successful RFP:

Taking into consideration the recommendation of the **Procurement 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.

Technical proposal

S. No	Description		Detail	Remarks
01	Project ID (internal)			
02	Name of Firm			
03	Postal Address:			
04	NTN/STN No.			
05	Bank Account Details:		Title of account: Name of Bank:	
06	Year of Establishment With FBR Any Other			

07	Past Experience (in Years)			
08	Experience in providing (in years)			
09	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			
16	Disclosure of relationship with any employee of the firm within Muslim Hands.			
17	Disclosure of relationship of any vendors/supplier/firms with firms in same business/profession.			

Name: _____

Signature & Stamp: _____

13. Specific Terms & Conditions:

Preference will be given to bidders possessing specific past work experience. **Procurement 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 Deliverables/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 deliverables 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 report/deliverables**.
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 Individual Consultant or firm's 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, approach 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

Monday July 13th 2026, before 1700hrs.

“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 Country Office, Muhammad Subhan Plaza, First Floor, Kuri Road, New Mal, Chak
Shahzad (Bahria Enclave Road), Islamabad.
Phone # 051- 5402061-3**

Annex - 1**Terms of References (TOR)****Request for Proposal****Consultancy for Development of Local Climate Change Adaptation Plans (LCCAPs) for Two Union Councils in Buner (UC BATARA) and Shangla (PIR KHANA) Districts**

Project: Integrated Climate Risk Management for Strengthened Resilience to Climate Change Project (GCF)

Organization: Muslim Hands Pakistan

Partnership: World Food Programme (WFP)

Funded by: Green Climate Fund (GCF)

Type of Consultancy: Open to both Registered Firms and Individual Consultants.

1. Background

Muslim Hands is an international relief and development organization established in 1993, operating in 52 countries. Under the **Green Climate Fund (GCF) Integrated Climate Risk Management Project**, implemented by Muslim Hands Pakistan in partnership with the **World Food Programme (WFP)**, Muslim Hands is working to enhance climate resilience at the local level in Khyber Pakhtunkhwa Province.

As part of this project, initial climate adaptation planning work has been completed in **27 villages** across two Union Councils (UCs) – one in **Buner District** and one in **Shangla District**. This village-level data, including Village Climate Change Adaptation Plans (VCCAPs) developed by community groups, provides a foundational basis for developing formal **Local Climate Change Adaptation Plans (LCCAPs)** at the Village Council level.

2. Program Summary

The GCF Integrated Climate Risk Management Project aims to reduce climate-induced vulnerabilities and strengthen adaptive capacities of communities in high-risk districts of KP. The project focuses on integrating climate risk reduction into local planning processes, empowering local institutions, and promoting climate-resilient livelihoods.

Muslim Hands has already facilitated the formation of community groups and developed preliminary Village Climate Change Adaptation Plans (VCCAPs) for 27 target villages. The next critical step is to consolidate, validate, and upscale these village-level plans into formal, endorsed **Local Climate Change Adaptation Plans (LCCAPs)** for two Village Councils, and facilitate their endorsement by district and provincial stakeholders, including alignment with the **National Adaptation Plan (NAP) framework**.

3. Purpose of the Consultancy

The purpose of this consultancy is to hire a qualified **consultant (firm or individual)** to develop two evidence-based, inclusive, gender-responsive, and government-endorsed **Local Climate Change Adaptation Plans (LCCAPs)** for selected Village Councils in Buner and Shangla districts.

The plans will build upon the existing Village Climate Change Adaptation Plans (VCCAPs) developed in 27 villages and ensure alignment with:

Level	Frameworks
International	Green Climate Fund (GCF) adaptation principles, WFP climate resilience programming standards, Paris Agreement
National	National Climate Change Policy, National Adaptation Plan (NAP) Framework, MOCC guidelines
Provincial	Provincial Climate Change Strategy KP
District	District Development Plans, District Disaster Risk Reduction priorities
Organizational	Muslim Hands quality standards, safeguarding and inclusion commitments

4. Specific Objectives

The consultant will:

S #	Objective
1	Review and Consolidate: Review and validate all existing village-level climate risk assessments and adaptation priorities (VCCAPs) provided by Muslim Hands for 27 villages.
2	Risk Assessment Review: Review the WFP risk assessment and flood modeling report developed under GCF Component 1.
3	Develop LCCAPs: Aggregate and prioritize adaptation actions across villages into two formal Local Climate Change Adaptation Plans (LCCAPs) – one for the target Village Council in Buner and one for Shangla.
4	Alignment: Align community priorities with district, provincial, and National Adaptation Plan (NAP) frameworks.
5	Stakeholder Consultation & Endorsement: Conduct two UC-level validation workshops (one in Buner UC, one in Shangla UC) and one provincial-level workshop in Peshawar.
6	Secure Endorsement: Obtain formal endorsement from district authorities, PDMA, EPA, and the NAP/MOCC.
7	Final Deliverable: Submit final, endorsed LCCAPs for both VCs along with an Adaptation Investment Plan and summary report.

5. Target Stakeholders

The consultant will engage the following groups:

Level	Stakeholders
Community Level	Members of Village Climate Committees (27 villages), men, women, youth, persons with disabilities, elderly, farmers, livestock keepers

Level	Stakeholders
Village Council Level	UC Chairmen/members, UC secretaries, local notables
District Level (Buner & Shangla)	Deputy Commissioner, District Disaster Management Authority (DDMA), Agriculture, Forestry, Irrigation, Soil Conservation, Health, Social Welfare, Rescue 1122, Local Government, Gender-related departments
Provincial Level (KP)	Provincial Disaster Management Authority (PDMA), Environmental Protection Agency (EPA), Planning & Development Department, Climate Change Cell, Gender-related departments, Regional Meteorological Center (RMC)
National Level	Ministry of Climate Change (MOCC), NAP Coordination Unit
Academia/Technical	Local universities, climate experts
Development Partners	WFP Technical Representative, other NGOs

6. Geographical Scope

Location	Details
District Buner	One target Village Council
District Shangla	One target Village Council
Provincial	Peshawar (for provincial workshop)

7. Implementation Approach

The assignment will follow a **bottom-up planning approach**.

Village Climate Change Adaptation Plans (VCCAPs) already developed under the project will serve as the primary foundation for LCCAP development.

The consultant will **not** prepare plans from scratch. Instead, the process will follow these steps:

Step	Activity
Step 1	Review and validate all existing village-level climate risk assessments and adaptation priorities
Step 2	Aggregate and prioritize adaptation actions across villages
Step 3	Review risk assessment and flood modeling (developed under GCF Component 1)
Step 4	Align community priorities with district, provincial, and NAP climate frameworks
Step 5	Develop draft district-level adaptation investment and implementation plans
Step 6	Facilitate multi-stakeholder validation (UC and provincial levels)

Step	Activity
Step 7	Obtain formal endorsement from district and provincial authorities
Step 8	Align with National Adaptation Plan (NAP) framework
Step 9	Obtain endorsement from NAP/MOCC

8. Implementation Structure

A. Consultant (Lead Technical Expert)

The consultant will be responsible for:

- Technical leadership
- Climate risk analysis (flood modeling and risk assessment review)
- Consolidation of VCCAP findings
- Preparation of LCCAPs
- Preparation of Plan of Action
- Workshop facilitation
- Government engagement
- Final report writing

B. Muslim Hands Project Team

Role	Responsibilities
Project Manager	Overall oversight, donor compliance, stakeholder coordination
Technical/Climate Resilience Officer	Technical support, climate data collection, liaison with district departments
MEAL Team	Data verification, quality assurance, evidence review
Safeguarding and Gender Focal Person	Ensure inclusion of women, youth, elderly, and PWDs
Operations and Logistics Team	Workshop arrangements, travel and accommodation support

C. Technical Advisory Group

A Technical Advisory Group will be established with the following members:

Member
WFP Technical Representative
Provincial Climate Change Cell

Member
PDMA KP
EPA KP
Agriculture Department
Forestry Department
Irrigation Department
Academia (Local Universities)
Regional Meteorological Center (RMC)
Muslim Hands Technical Leads
Gender-related Department
Planning & Development Department (P&D)

Their Role:

- Review methodology
- Review drafts
- Ensure technical quality
- Support endorsement process

9. Phased Implementation Plan & Deliverables**PHASE 1 – INCEPTION AND METHODOLOGY (Week 1)****Activities:**

- Kick-off meeting
- Review TOR
- Establish Technical Advisory Group
- Review donor requirements
- Develop detailed methodology
- Prepare workplan

Deliverable:

- Inception Report

PHASE 2 – REVIEW OF VCCAPS AND RISK ASSESSMENT (Weeks 1–2)**Activities:**

Review all VCCAPs developed in 27 villages and assess:

- Hazard Profiles

- Vulnerability analysis
- Existing adaptation measures
- Gender considerations
- Livelihood risks
- Institutional arrangements

Review WFP risk assessment and flood modeling report (subject to finalization).

Deliverable:

- VCCAP Review and Gap Analysis Report

PHASE 3 – ADDITIONAL CONSULTATIONS (Weeks 2–3)

Activities:

Conduct targeted consultations where information gaps exist with the following stakeholders:

- Women groups
- Youth groups
- Farmers
- Livestock keepers
- PWDs
- UC representatives
- Line departments

Tools:

- FGDs
- KIIs
- Community validation meetings

Deliverable:

- Consultation Summary Report

PHASE 4 – DISTRICT CLIMATE RISK ASSESSMENT (Weeks 3–4)

Activities:

Develop district climate profiles and assess:

- Flood risks
- Drought risks
- Landslide risks
- Heat stress
- Agriculture vulnerability
- Water security
- Ecosystem degradation

Use available district climate data and secondary evidence.

Deliverable:

- District Climate Risk Assessment Summary

PHASE 5 – PREPARATION OF DRAFT LCCAPS (Weeks 4–5)**Each LCCAP must contain:**

Section	Description
1. District Context	Overview of district geography, demographics, economy
2. Climate Risk Profile	Historical and projected climate hazards
3. Vulnerability Assessment	Social, economic, and environmental vulnerability
4. Adaptation Vision	Long-term vision for climate resilience
5. Priority Adaptation Actions	Sector-specific adaptation interventions
6. Sector Plans	Agriculture, Water, Forestry, Livelihoods, Health, DRR, Skills Development
7. Gender and Social Inclusion Strategy	Ensuring inclusion of women, youth, PWDs, elderly
8. Institutional Framework	Roles and responsibilities of stakeholders
9. Monitoring Framework	Indicators, targets, and monitoring mechanisms
10. Adaptation Investment Plan	Costed priority actions with financing sources

Deliverables:

- Draft LCCAP – Buner
- Draft LCCAP – Shangla

PHASE 6 – VC LEVEL VALIDATION WORKSHOPS (Week 6)**Activities:**Conduct **two VC-level validation workshops** – one in Buner VC and one in Shangla VC.**Participants:**

- VCC members
- Women representatives
- Youth representatives
- PWD representatives
- UC officials
- District departments

Objective: Validate priorities and adaptation actions.**Deliverables:**

- Workshop Reports
- Attendance Records
- Validation Minutes

PHASE 7 – DISTRICT CONSULTATIONS (Week 6)

Activities:

District-level review meetings.

Participants:

- Deputy Commissioner
- DDMA
- Agriculture Department
- Forestry Department
- Irrigation Department
- Health Department
- Local Government
- Gender-related Department

Objective: Secure institutional ownership at district level.

Deliverable:

- District Review Report

PHASE 8 – PROVINCIAL ENDORSEMENT WORKSHOP (Week 7)

Activities:

Conduct **one provincial workshop in Peshawar.**

Participants:

- PDMA
- EPA
- P&D Department
- Climate Change Cell
- WFP
- Academia
- Gender-related departments
- NAP Coordination Unit (if available)

Note: Draft LCCAPs must be circulated at least **seven days before** the workshop.

Deliverables:

- Workshop Report
- Endorsement Minutes
- Endorsement Recommendations

PHASE 9 – FINALIZATION AND ENDORSEMENT (Week 8)

Activities:

- Incorporate all feedback
- Align with NAP framework
- Obtain endorsement letters from:

- District Administration (Buner)
- District Administration (Shangla)
- PDMA KP
- EPA KP
- NAP/MOCC

Finalize:

- LCCAP Buner
- LCCAP Shangla
- Executive Summary
- Adaptation Investment Matrix
- Lessons Learned and Recommendations Report

Deliverables:

- Final Endorsed LCCAP – Buner
- Final Endorsed LCCAP – Shangla
- Adaptation Investment Plan
- Lessons Learned and Recommendations Report

10. Summary of Deliverables with Timeline

#	Deliverable	Indicative Timeline
1	Inception Report	Week 1
2	VCCAP Review and Gap Analysis Report	Week 2
3	Consultation Summary Report	Week 3
4	District Climate Risk Assessment Summary	Week 4
5	Draft LCCAP – Buner	Week 5
6	Draft LCCAP – Shangla	Week 5
7	Two UC-Level Validation Workshop Reports	Week 6
8	District Review Report	Week 6
9	Provincial Endorsement Workshop Report	Week 7
10	Final Endorsed LCCAP – Buner	Week 8

#	Deliverable	Indicative Timeline
11	Final Endorsed LCCAP – Shangla	Week 8
12	Adaptation Investment Plan	Week 8
13	Lessons Learned and Recommendations Report	Week 8

11. Quality Assurance Mechanism

To comply with GCF, WFP, and Muslim Hands requirements:

Level	Review Body
Level 1	Consultant self-review
Level 2	Muslim Hands Technical Team
Level 3	Technical Advisory Group
Level 4	WFP Review
Level 5	Provincial Government Validation

12. Cross-Cutting Requirements

The LCCAPs must integrate:

Requirement	Description
Gender Equality	Ensure equal participation and benefits for women
Social Inclusion	Include marginalized and vulnerable groups
Disability Inclusion	Make plans accessible to persons with disabilities
Safeguarding	Protect all participants from harm
Environmental and Social Safeguards	Minimize negative environmental and social impacts
Climate Justice	Ensure fair distribution of adaptation benefits
Nature-Based Solutions	Use ecosystem-based adaptation approaches
DRR Integration	Link adaptation with disaster risk reduction
Community Ownership	Ensure communities lead and own the process
Sustainability	Ensure long-term viability of adaptation actions

13. Success Indicators

#	Indicator
1	100% review of all VCCAPs completed
2	Two validated LCCAPs completed (Buner and Shangla)
3	Meaningful participation of women, youth, and PWDs ensured
4	Alignment with district, provincial, and NAP priorities achieved
5	Formal endorsement obtained from district authorities, PDMA, EPA, and NAP/MOCC
6	Compliance with GCF, WFP, and Muslim Hands standards achieved
7	Adaptation priorities integrated into district planning processes

14. Qualification & Experience Requirements**For Firms (Registered Consultancy Firms)**

Requirement	Details
Legal Status	Valid registration with SECP, Income Tax, Sales Tax, and (if applicable) PEC or relevant body
Experience	Minimum 7 years of experience in climate adaptation planning, with at least 3 similar assignments developing district/UC-level climate plans
Team Composition	Team Leader (10+ years), Climate Specialist (7+ years), M&E Officer, Field Facilitators (fluent in Pashto)
Track Record	Proven track record of facilitating multi-stakeholder workshops and securing government endorsements in KP
Knowledge	Strong understanding of KP's district and provincial planning processes (ADP, DDMA plans), NAP framework
Samples	At least 3 samples of similar LCCAP, LCAP, and climate planning reports
References	Contact details of 3 referees from similar assignments

For Individual Consultants

Requirement	Details
Education	Advanced degree (Master's or PhD) in Climate Change, Environmental Science, Development Studies, Disaster Management, or related field
Experience	Minimum 10 years of individual experience in climate adaptation planning, with demonstrated track record of leading similar assignments

Requirement	Details
Skills	Proven experience in facilitating multi-stakeholder workshops and securing government endorsements in KP
Knowledge	Strong understanding of KP's district and provincial planning processes (ADP, DDMA plans), NAP framework
Writing Skills	Excellent report writing and documentation skills in English
Donor Experience	Experience working with GCF, WFP, UNDP, FCDO, or similar international donors is an advantage
Independence	Ability to work independently with minimal supervision
Samples	At least 2 samples of similar LCCAP, LCAP, or climate planning reports (as lead author)
References	Contact details of 2 referees

15. Duration & Timeline

Parameter	Details
Total duration	Maximum 60 days (spread over 8–10 weeks)
Anticipated start date	16 th July 2026
End date	31 st August 2026

16. Ethical Considerations

The consultant shall adhere to the following ethical standards:

- **Informed consent** from all participants
- **Gender-sensitive and inclusive facilitation** (separate FGDs for women where needed)
- **Confidentiality** of sensitive information
- **Do no harm** principle
- **Respect for local culture and norms**
- **Safeguarding** – zero tolerance for any form of exploitation or abuse

17. Application Process

For Firms:

S #	Document Required
1	Technical proposal (methodology, work plan, team composition)

S #	Document Required
2	Financial proposal
3	Firm profile and registration documents (SECP, Tax, etc.)
4	CVs of all key personnel
5	At least 3 samples of similar work
6	Contact details of 3 referees

For Individual Consultants:

S #	Document Required
1	Technical proposal (methodology and work plan)
2	Financial proposal (daily rate + workshop costs + travel)
3	Updated CV
4	At least 2 samples of similar work (as lead author)
5	Contact details of 2 referees

18. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

Criteria	Weight (Firm)	Weight (Individual)
Technical proposal (methodology, approach, work plan)	40%	45%
Relevant experience and track record	30%	30%
Team/individual qualifications	15%	10%
Financial proposal (value for money)	15%	15%
Total	100%	100%

19. Terms of Payment

Payment will be linked to deliverables as follows:

#	Deliverable	Payment (% of total)
1	Submission and acceptance of Inception Report	15%

#	Deliverable	Payment (% of total)
2	Submission and acceptance of Draft LCCAPs (2 documents)	25%
3	Completion of 2 VC-level workshops (with reports)	20%
4	Completion of Provincial workshop (with report)	15%
5	Submission of Final Endorsed LCCAPs and summary reports	25%
Total		100%

All payments are subject to deduction of applicable taxes as per Pakistani laws.

20. Reporting Line

The consultant will report directly to the **Project Manager – GCF Integrated Climate Risk**

Management

Project at Muslim Hands, with coordination support from the field team in Buner and Shangla and liaison with the Technical Advisory Group.

21. Contact for Clarifications

For any clarification regarding this ToR, please contact:

Muslim Hands Pakistan

Mr. Ali Hashmi

0333-5367450

ali.hashmi@pk.mhworldwide.org