

GOVERNMENT OF PUNJAB
FINANCE DEPARTMENT
PUBLIC FINANCIAL MANAGEMENT UNIT

Request for Expression of Interest (REoI)

**FOR CAPACITY BUILDING, SPECIALIZED TRAINING, CHANGE MANAGEMENT AND
GENDER MAINSTREAMING IN PFM SYSTEM**

Country	Pakistan
Project	Punjab Resource Improvement and Digital Effectiveness (PRIDE)
Project Credit No	9170-PK
Reference Number	PK-PFMRU-374630-CS-QCBS
Duration	12 Months extendable till completion of PRIDE Project subject to satisfactory performance
Applicable Procurement Regulations	World Bank's "Procurement Regulations for IPF Borrowers" [dated July 2016 and revised Nov 2020]
Market Approach	International Competitive Bidding (ICB) in light of World Bank Procurement Regulations.

Government of Punjab in collaboration with World Bank is implementing the Punjab Resource Improvement and Digital Effectiveness (PRIDE) Program, worth USD 304 Million. The main objective of the Program is "to increase Own Source Revenue and improve reliability of resource allocation and access to digital services for people and firms in the province of Punjab".

The consulting services ("the Services") include "Capacity Building, Specialized Training, Change Management and Gender Mainstreaming in PFM System"

Finance Department, Government of the Punjab invites eligible consulting firms ("Consultant"), as per eligibility criteria laid down in Terms of Reference, to express their interest in providing the consultancy services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform these services. The detailed Terms of Reference (TOR) can be found at www.finance.punjab.gov.pk or can be obtained at the address given below.

Consultant's Shorting Criteria:

The consultant shall have experience of capacity building, training need assessment and training experience. The consultant must be able to work in a fast-paced environment. The consultant should have the ability to facilitate the completion of multiple tasks and assignments, as assigned by Finance Department.

Expression of Interest (EOI) evaluation shall be based on the following criteria given in succeeding paras in line with World Bank Procurement Guidelines and level of compliance demonstrated by the Applicant's responses in the forms given in this document:

- 1- Prequalification/EOI Application Responsiveness: Responsiveness of EOI application will be established based on compliance of all instruction delineated in this REOI document.
- 2- Mandatory Requirements/ Eligibility Criteria. After establishment/confirmation of responsiveness of the application, it shall be evaluated based on mandatory requirements.
- 3- Prequalification/ Shortlisting Criteria for evaluation of applications which are responsive and fulfill mandatory requirements.

Firms scoring 70 marks and above shall be eligible to participate in the bidding process

Mandatory Requirements/ Eligibility Criteria

Consultant firm/JV to submit following documents to establish its mandatory eligibility criteria to participate in subject procurement process:

Mandatory Requirements	Lead Firm	Associate Firm
<p>Legal Status of Firm (Registered with either of the following)</p> <ul style="list-style-type: none"> • SECP • Registrar of Firms • Registration of company / firm registration authority of the home country <p>[International firm will have to fulfill the applicable legal requirements of registration and tax authorities prior to entering into contract]</p> <p><i>[Documentary evidence of registration of all firms and associate firm (s) is required.]</i></p>	Must Meet	Must Meet
<p>For local firms (Lead / Associate)</p> <ul style="list-style-type: none"> - Registration with Federal Board of Revenue FBR (NTN Certificate) and with Punjab Revenue Authority PRA (PRA registration certificate) - Active tax payer status <p>For international firms (Lead / Associate)</p> <p>[International firms to submit the registration certificate prior to signing of contract]</p>		
<p>Power of Attorney for signing of documents for Authorized Representative as per template provided at the end of TOR document*</p>	Must Meet	Must Meet
<p>Letter of intent signed by all JV partners for subject project should be submitted with REOI Application along with proposed role of each JV partner in the project.</p>	Must Meet by JV	

Affidavit for Correctness of Information as per template provided at the end of TOR document*	Must Meet for JV collectively	
Affidavit for Non-Blacklisting & Eligibility as per template provided at the end of TOR document*	Must Meet	Must Meet
Affidavit for confirmation to World Bank's Anti-Corruption Guidelines as per template provided at the end of TOR document*	Must Meet	Must Meet

*Terms of Reference and templates can be downloaded from Finance Department's website. Original Stamp paper are required to be submitted in Original EOI.

Prequalification/ Shortlisting Criteria

REOI Shortlisting Criteria		
Sr. No.	Evaluation Criteria	Marks
1	Core business and years in business <i>(Document Required: Copies of verifiable business experience)</i>	Total – 15
	<i>Number of years in Trainings/Capacity Building/ Travelling business</i>	
1.1	Minimum 10 years of business	10
1.2	01 Marks for each additional year of business (Maximum upto 5 marks)	5
2	Relevant Experience <i>(Documents Required: Copies of verifiable business experience, relevant experience including with copies of notification of award and/or contracts and full address and contact information of the employer)</i>	Total – 45
2.1	<i>Number of Capacity Building projects completed in last 5 years</i>	Sub-Total Max 20
	Minimum 2 similar projects completed (5 marks for each Project)	10
	05 Marks for each additional similar project completed (Maximum upto 10 marks)	10
2.2	<i>Number of Training Need Assessment Projects completed in Public Sector in last 5 years</i>	Sub-Total Max 10
	Minimum 1 similar project completed	5
	Marks for each additional project completed (Maximum upto 5 marks)	5
2.3	<i>Number of on-site International (US, Europe, Central Asia, Middle East etc.) Trainings arranged in last five years</i>	Sub-Total Max 5
	Minimum 1 project completed	5
2.4	<i>Number of Public Sector Trainings Program (locally and /or internationally) arranged/conducted in last five years</i>	Sub-Total Max 10
	Minimum 1 project completed	5
	Marks for each additional project completed (Maximum upto 5 marks)	5
3	Technical & Managerial Capability <i>(Documents Required: Number of technical staff along with their education & experience level required, CVs not required at this stage).</i> <i>Note: CVs will not be evaluated at the shortlisting stage.</i>	Total – 40

3.1	Network / Outreach	Sub-Total Max 10
	No of International Offices / Liaison Offices	5
	Affiliation with International consulting companies and Tours Operators	5
3.2	No. of Staff having travel management / coordination experience	Sub-Total Max 10
	Minimum 5 number of Staff/officials having travel management / coordination experience of 5 years	5
	01 marks for each additional number of Staff/officials having travel management / coordination experience of 5 years (Maximum upto 5 Marks)	5
3.3	No. of Staff having HR / TNA experience	Sub-Total Max 20
	Minimum 5 number of Staff/officials having HR/ TNA related experience of 5 years	10
	02 marks for each additional number of Staff/officials having HR/ TNA related experience of 5 years (Maximum upto 10 Marks)	10
<u>Firms scoring 70 marks and above shall be eligible to participate in the bidding process. However, a minimum of 50% Marks has to be achieved in each of the three criteria sections (Business Experience, Relevant Experience and Technical & Managerial Capability).</u>		

The attention of interested Consultants is drawn to paragraph 3.17 of World Bank Procurement Regulations 2020 (“Consultant Guidelines”), setting forth the World Bank’s policy on conflict of interest. Consultants may associate with other firms to enhance their qualifications but should indicate clearly whether the association is in the form of joint venture and / or a sub-consultancy along with role of associated partners. 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.

Consultant will be selected in accordance with the Selection based on Quality and Cost Base Selection method set out in the World Bank's Procurement Regulations. Further information can be obtained at the address below during office hours (0900 to 1700 hours). Expressions of interest (1 original and 3 copies) must be delivered in a written form to the address below (in person, or by mail) by **18th October 2023**, not later than **11:00 AM**. The EoI shall be opened at **11:30 AM** on the same date in the presence of interested parties whose representatives chose to attend.

Head Public Financial Management Unit

Public Financial Management Unit

Finance Department, Civil Secretariat, Lower Mall, Lahore

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