

No. 3(1)PPMI/PD/2018-19
GOVERNMENT OF PAKISTAN
PAKISTAN PLANNING AND MANAGEMENT INSTITUTE
MINISTRY OF PLANNING, DEVELOPMENT AND
SPECIAL INITIATIVES

Islamabad, the 22th February, 2021

OFFICE MEMORENDUM

Subject: ADVERTISEMENT ON PPRA WEBSITE (REQUEST FOR PROPOSAL FOR THIRD PARTY PERFORMANCE EVALUATION OF PPMI).

I am directed to enclose a copy of the advertisement and Tender Documents for uploading on the PPRA website for hiring of consultancy firm/individual for Third Party Performance Evaluation of Pakistan Planning and Management Institute (PPMI), Ministry of Planning, Development and Special Initiatives.

2. You are requested to kindly upload the requisition (i.e. Advertisement and Tender Documents) of Pakistan Planning and Management Institute (PPMI), M/o PD&SI on website of PPRA for wide circulation.

3. This issues with the approval of DG PPMI.

Encl:

- (i) Advertisement (RFP)(1 page)
- (ii) Tender Documents (11 pages)


(AKHTAR ALI)
Accounts Officer, PPMI


The Deputy Director (IT),
Public Procurement Regulatory Authority (PPRA),
PPRA Headquarter, Near State Bank of Pakistan,
G-5/2, Islamabad.

Copy to:

✓ **Assistant Director (JACC),**

Ministry of Planning, Development and Special Initiatives,
Islamabad along with copy of Advertisement and Tender Documents for uploading on the Ministry Website.


Asstt Chief, Mass Media


23.2.2021
Webmanager


23-2-2021

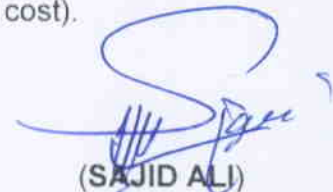


**GOVERNMENT OF PAKISTAN
PAKISTAN PLANNING AND MANAGEMENT INSTITUTE
MINISTRY OF PLANNING, DEVELOPMENT AND
SPECIAL INITIATIVES**

REQUEST FOR PROPOSAL

THIRD PARTY PERFORMANCE EVALUATION OF PPMI

1. Pakistan Planning and Management Institute (PPMI) is a training institute of the Ministry of Planning, Development and Special Initiatives, Government of Pakistan. It has signed a performance agreement with the Government of Pakistan committing to deliver agreed targets for the Financial Year 2020-21. In this performance agreement the Ministry has agreed to conduct third party performance evaluation (TPPE) of PPMI.
2. The ministry through PPMI has decided to hire the services of a third party consultant (Firm or Individual) to undertake the TPPE. In view of this, PPMI is seeking proposals for undertaking the said third party evaluation. Interested consultants (Firms or Individuals) having required qualifications and experience are requested to submit their proposals (Technical and Financial) by 15th March, 2021 till 2:00 pm at the address mentioned below. The technical proposals received before the deadline will be opened at 03:30 pm on the same day. For opening of Financial Proposals date, time and venue will be communicated separately.
3. Single stage two envelopes method of Public Procurement Rules 2004 (with all latest updates) would be adopted for bidding process, where the proposal shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the FINANCIAL PROPOSAL and the TECHNICAL PROPOSAL as per PPRA instructions. The detail tender documents (i.e. terms of reference (TOR), bid evaluation criteria etc.) can be obtained from the websites of the Ministry of Planning, Development and Special Initiatives (www.pc.gov.pk), and Public Procurement Regulatory Authority (www.ppra.org.pk). Copy of tender documents can also be obtained from the office of Accounts Officer, PPMI (free of cost).



(SAJID ALI)

Programme Officer PPMI,
PPMI Complex, Street 1, Sector H-8/1, Islamabad
051-9269769

TENDER DOCUMENTS

**THIRD PARTY PERFORMANCE EVALUATION (TPPE) OF
PAKISTAN PLANNING AND MANAGEMENT INSTITUTE
(PPMI)**

2020-21

PAKISTAN PLANNING AND MANAGEMENT INSTITUTE (PPMI)

**MINISTRY OF PLANNING, DEVELOPMENT AND SPECIAL INITIATIVE,
ISLAMABAD**

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A. REQUEST FOR PROPOSAL

THIRD PARTY PERFORMANCE EVALUATION OF PPMI

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4. INSTRUCTIONS FOR THE BIDDERS

- i. Bidders should submit Financial Proposal as per prescribed Proforma
- ii. Bidders should submit Technical Proposal as per TORs and Evaluation criteria.
- iii. Bidders are required to submit all applicable valid Tax registrations certificates/numbers such as National Tax Number etc.

- iv. Affidavit that the firm has never been blacklisted nor contract terminated in the past for non-fulfillment of contractual obligations by any Government / Semi Government or private organization
- v. Incomplete bids received after due date/time shall not be entertained.
- vi. Any wrong/incorrect information submitted shall make the firm liable for debarring from this as well as future contracts in PPMI even after award of the works.
- vii. The successful bidder shall sign a contract agreement on judicial stamp paper on the basis of terms and conditions prescribed in the Bid documents and similar clauses as prescribed by PPMI for smooth, fair execution and achievement of the purposes of contract.
- viii. Payment will be based on deliverables expected from the consultant(s) and shall be disbursed as per schedule to be agreed upon in the agreement.
- ix. All taxes will be deducted as per Government Rules and Regulations.
- x. PPMI may reject any or all bids or proposals in accordance with PPRA Rules.



(SAJID ALI)

Program Officer PPMI,
PPMI Complex, Street 1, Sector H-8/1, Islamabad
051-9269769

B. TECHNICAL PROPOSAL

1. Name of Firm / Individual. _____
2. Name of owner (in case of firm). _____
3. Address of bidder. _____
4. Telephone No. Business: _____

Mobile No.: _____
5. CNIC Number: _____
6. Consultancy Services: Detailed *Technical Proposal in light of TORs and Evaluation Criteria* be provided including the following information along-with documentary evidences.
 - i. *Academic qualification of key person(s) in the relevant field to be deployed*
 - ii. *Detail of experience in conducting third party performance evaluation*
 - iii. *Detail project execution strategy.*
 - iv. *Any other information which the firm/individual deem to be relevant*
7. Enclose all documents/certificates/affidavits as per instructions given in the bid documents.
8. The terms and conditions as prescribed in the bid documents are understood and fully accepted.

Signature of Bidder

C. FINANCIAL PROPOSAL

1. Name of Firm / Bidder. _____
2. Name of owner of the firm: _____
3. Father's Name. _____
4. Address of bidder. _____
5. Telephone No. Business: _____
6. Mobile No.: _____
7. CNIC Number: _____
8. GST Registration No. (If applicable) _____
9. National Tax No. _____
10. Bid Amount for complete assignment including all applicable taxes.
 - a. Amount (in figures) _____
 - b. Amount (in Words). _____

11. Earnest Money(@ 5% of bid amount)

- a. Amount (in figures). _____
- b. Amount (In Words): _____

Bank Draft / Pay Order No. _____
Date: _____ Amount Rs. _____

12. The terms and conditions as prescribed in the bid documents are understood and fully accepted.

Signature of Bidder

D. Terms of Reference for Third Party Performance Evaluation

Title: Third party performance review of Pakistan Planning and Management Institute (PPMI), Ministry of Planning, Development & Special Initiatives Government of Pakistan, Islamabad.

Location: PPMI Complex, Street 1, Sector H-8/1, Islamabad.

Duration: 21 days

Expected Start Date: March/April 2021

1. Background

1.1. Background to the Third Party Performance Review

The Ministry of Planning, Development and Special Initiatives has signed a performance agreement with the Government of Pakistan committing to delivering of agreed targets for the Financial Year 2020-21. In this performance agreement the Ministry has agreed to conduct third party performance review of Pakistan Planning and Management Institute (PPMI).

1.2. Background to the Pakistan Planning and Management Institute (PPMI) whose performance is to be evaluated/reviewed

The Pakistan Planning and Management Institute (PPMI) was established in 1986 as a project for capacity building and skill enhancement of public sector entities in project planning and management. Later, in 2005 it was converted on recurring side of Budgetary Provision as an Institute on permanent basis. The Government of Pakistan declared PPMI to an Autonomous Body under M/O PD&SI on 23.12.2020. To implement the above decision, Act/ Bill has been prepared in consultation with the Establishment and Finance divisions. Final draft Act after incorporating the views/ comments of both Divisions is to be placed before the Cabinet for its approval in principle.

The functions of the institute are as follows:

- Capacity building, enhancement of skills & expertise of the public sector on various topics especially Project Planning and Management.
- Providing customized capacity building solutions to the public sector.
- Conducting Training Needs Assessments annually.
- Development of training curriculum & syllabi.
- To ensure quality and standard of training courses.
- To impart post-entry induction training to newly recruited officers of Ministry PD&SI.

2. Purpose and Objectives of the Third Party Performance Evaluation (TPPE)

The purpose of this third party performance evaluation (TPPE) is to conduct a systematic appraisal and assessment of the performance and productivity of the Institute against pre-established criteria. The TPPE is to be based on the organizational objectives, accomplishments, potential for future improvement, strengths and weaknesses. The TPPE would cover activities implemented by the Institute with a view to ascertain the overall performance of the Institute. For undertaking the TPPE the consultant would undertake data collection activities, provide a plan of action of the TPPE. Specifically, the consultant would be responsible for developing the methodology, planning the activities, designing the tools, coordinating the data collection, oversee the data cleaning and analysis and produce the final evaluation report.

The TPPE by the consultant is expected to provide information that is evidence-based, credible and useful, enabling the incorporation of conclusions and recommendations into the future decision-making processes of the Institute and the Ministry.

3. Objectives of the Evaluation

- To review, evaluate and document PPMI achievements, effectiveness, relevance and efficiency;
- To conduct data collection and analysis including qualitative and quantitative data collection using effective methodological tools such as satisfaction surveys, feedback surveys, interviews including key informant interviews and focus group discussions etc. The consultant will be expected to meet weekly with the Ministry and PPMI to provide updates on the evaluation timeframe. The consultant is to ensure the confidentiality of the data collected. It is also demanded that consultants follow at all times an ethical and professional code of conduct. All data collected as part of this evaluation will remain the Ministry's property. By the end of the contract, the consultant shall submit all documentation back to the Ministry and PPMI. None of the reports produced under the contract shall be shared externally without PPMI's and the Ministry's prior written approval.
- To make a recommendation to the Ministry and PPMI for improvement in performance and efficiency.

4. Deliverables

The consultant is expected to provide the following deliverables under this assignment reports (1st Draft, 2nd Draft and Final Report) and presentations to the Ministry and PPMI. The consultant report shall include the following elements:

Methodology

The methodology section should detail the tools used in the evaluation; sample sizes, sampling methodology, tools used, dates, team composition, limitations faced and other pertinent facts.

Findings

The findings section should present the results of the TPPE activity in an objective and non-judgmental way that gives an honest portrayal of the activities and performance. Included in the findings should be a discussion of how well the Institute is performing against its plan, international / national standards for training. The consultant shall highlight the most important findings relating to the performance of the Institute and elaborate on them in detail while also pointing out any critical issues and/or serious deficiencies. Findings shall be accurate, concise and direct. The consultant is expected to provide a self-sustaining explanation of the assessment which must be understandable by any person unfamiliar with the Institute while at the same time providing the Ministry and PPMI with useful elements of information. The consultant should avoid weaknesses such as not being evidence based, lack of technical content (e.g. experts provide an analysis which does not take into account the state of the art of knowledge in a given sector or topic). The report should be properly referenced and full source details are always to be included.

Conclusions and Recommendations

These should be presented as a separate final chapter. Wherever possible and relevant, for each key conclusion there should be a corresponding recommendation. The consultant shall set out the main conclusions and recommendations based on the main findings of the TPPE activity. Recommendations should be as realistic, operational and pragmatic as possible and drafted in a way that the stakeholders to whom they relate are clearly identified. Recommendations are derived from the conclusions and address issues of major importance to the performance of the Institute. They must take in consideration applicable rules and other constraints, related for example to the context in which the Institute is working. They must not be phrased in general terms but constitute clear proposals for solutions and they target the most important issues rather than minor or less relevant aspects. Through conclusions and recommendation, the TPPE will generate knowledge and support to the Ministry and PPMI. It will provide information on the processes or activities that PPMI implemented to develop insights, knowledge, and lessons from past experiences so as to improve current and future performance.

Annexes

- Assessment tools used (questionnaires, checklists, scoring grids, etc.)
- Assessment dataset
- List of secondary data sources consulted
- Other technical annexes (e.g. statistical analyses and other pertinent elements, graphs, etc.) All deliverables should be in electronic version, Word/Windows compatible format and in English.
- For all deliverables, the external expert is expected to underline factual statements using evidence. Consultants are informed that the Ministry and PPMI will provide an opinion on the quality of the reports and each of their above-listed components, which should be taken into account by the consultant. For each recommendation, the Ministry and PPMI will also state to what extent it agrees with the recommendation and provides an accurate picture of the corresponding activity of the Institute. All comments should be considered by the consultant before the reports are considered completed. The consultant shall take note of these comments and decide whether or not to revise the report and, where appropriate, succinctly explain why comments

cannot be taken into account. The consultant shall submit a revised version of the report to the Ministry and PPMI, within five working days of receipt of comments. The revised version should clearly highlight all changes made.

5. Timeline

The TPPE is expected to be a 21 Man Days assignment. The expected start date is March / April 2021.

6. Consultant's Profile

The consultant or consulting firm should have the following profile:

- Post- graduate qualifications in Economics, Project Management, Business Studies, Human Resources Management/Development, Public Policy and Administration or relevant area
- Sound understanding of public sector project management
- Experience of managing trainings in public sector
- Experience in conducting third party performance evaluation.
- Strong knowledge and/or demonstrated experience in designing and conducting performance evaluation activities in public sector or training establishment contexts
- Strong knowledge of capacity building interventions in public sector
- Strong analytical skills and ability to clearly synthesize and present findings
- Excellent written and oral English.

7. Request for Proposal (RFP)

The RFP application should include the following and must adhere to the Public Procurement Regulatory Authority (PPRA) rules and guidelines:

- I. Technical Proposal must include
 - a. The list of personnel to be deployed: CV(s) of the key personnel deployed and organogram of the team structure;
 - b. Experience in similar assignments: Past experience including contracting authority, description of the intervention, and total budget;
 - c. Sample from previous work (10-20 pages) from at least 2 separate similar assignments;
 - d. Technical Proposal including a detailed Methodology, expected timelines and structure of the team per activity (i.e. detailed timeline to conduct the TPPE activity including data collection, analysis and reporting).
- II. Financial Proposal should include cost details of all the activities to be undertaken by the consultant for the assignment. The Ministry and PPMI will not take the responsibility of the transportation, access, accommodation and food-related expenses etc. It is the sole responsibility of the evaluator to take the appropriate measure to insure access and lodging of the team. Please note that the consultancy firm/consultant will have to comply with all government rules and will be responsible for government taxes. The financial proposal should be cost-effective and show unit costs.

E. BID EVALUATION CRITERIA

Sr No.	Criteria		Point for the sub-Category	Maximum Points	Remarks
1	Academic Qualification of Key Person(s) in the relevant field to be deployed for the TPPE				
	i.	PhD	20	20	The consulting firm/individual will provide the CV and supporting evidence regarding qualification of key personnel. The firm/individual will be awarded for the maximum qualifications only.
	ii	MS/M.Phil	15		
	iii	Master/BS	10		
2	Experience in conducting Third Party Performance Evaluation				
	I	Experience in similar Assignment	10	30	Consulting firm/individual will provide proof from previous work of at least two (2) similar assignments done in the past.
	ii	Experience in Public Sector context	5		Consulting firm/individual will provide detail of his work in the public sector
	iii	Experience in training establishment context	5		Consulting firm/individual will provide proof of experience in this regard.
	iv	Experience of Managing trainings in Public Sector	5		Consulting firm/individual will provide proof of managing trainings in the Public Sector
	V	International experience	5		Consulting firm/individual will provide proof of International Experience
3	Project Execution Strategy				
	I	Detailed proposal for conducting the TPPE	15	20	Consulting firm/individual will provide detail proposal for conducting TPPE of PPMI including the techniques and methodology.
	ii	Timelines for each activity involved in TPPE	5		The consulting firm/individual will provide timelines for all activities in TPPE to complete the task in 21 working days.
4	Financial Bid				
	I	Lowest Bid	30	30	Consulting firm/individual will provide financial bid on the prescribed form
	ii	Second Lowest	20		
	iii	Third lowest	10		
Total				100	

Note: To qualify the evaluation criteria a firm/individual has to score at least 60 points.