
EOI & SHORTLISTING DOCUMENT

**Independent Verification of Disbursement Linked Indicators (DLIs) for the
Punjab Green Development Program (PGDP)**

**Under
Program Coordination Unit, P&D Board**



**Planning & Development Board Secretariat
Lower Mall Road Civil lines
Lahore**

January, 2021



EXPRESSION OF INTEREST

From Consultancy Firms for Verification of Disbursement Linked Indicators (DLIs) for the Punjab Green Development Program (PGDP)

Program Coordination Unit (PCU), Planning & Development Board, Government of Punjab is looking after the monitoring & coordination of World Bank funded Punjab Green Development Program. For this purpose, PCU invites sealed expression of interest from the eligible firms for the assignment of “**Independent Verification of Disbursement Linked Indicators (DLIs) for the Punjab Green Development Program (PGDP)**”.

2. Interested firms are required to provide information demonstrating that they have the required qualification and relevant experience to perform the above mentioned assignment. The firms may associate with other firms in the form of joint venture to enhance their qualifications. The firm for above referred assignment will be selected for the period of implementation of program subject to satisfactory performance in accordance with the Quality and Cost Based Selection (QCBS) method as defined under Punjab Procurement Regulatory Authority (PPRA) rules, 2014.

3. The advertisement and detailed shortlisting documents containing evaluation criteria may be browsed online from websites i.e.; <https://ppra.punjab.gov.pk> and <https://pnd.punjab.gov.pk>. The documents can also be obtained from the address below during office hours on payment of Rs. 1000/-. The EOI proposals must be received by 04:00 PM in our office on or before 01.02.2021. Applications for EOI will be opened on the same day at 04:30 Hours in the presence of the Applicants' representatives who choose to attend at the address below.

**Deputy Program Coordinator/ Chief Environment,
Program Coordination Unit,
Room No. 527, Planning & Development Board, Civil Secretariate.
Lahore,
Ph. No. 042-99059122
Email: chief.env@pndpunjab.gov.pk**

DISCLAIMER

1. The information contained in this Shortlisting document or subsequently provided to Applicant(s), whether verbally or in written form by or on behalf of the Program Coordination Unit, P&D Board (the Client) or any of their employees or advisors, shall be subject to the terms and conditions set out in this shortlisting document and any other terms and conditions subject to which such information is provided.
2. Each Applicant should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this shortlisting document and obtain independent advice from appropriate sources. The Client, its representatives, their employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the shortlisting document.
3. The Client may, in their absolute discretion, but without being under any obligation to do so, update, amend, add to any or all of the provisions or supplement the information of this document or cancel the present Expression of Interest (EOI) and call for fresh Invitations under PPRA, 2014. Such changes would be intimated to all Applicants through its website.
4. The Client reserves the right to reject the EOIs submitted in response to this shortlisting document at any stage under PPRA 2014. The Client also reserves the right to hold or withdraw or cancel the process at any stage up to the final shortlisting under PPRA, 2014. The Client may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this document.
5. The issue of this shortlisting document does not imply that the Client is bound to select and shortlist applications for Bid Stage or to appoint the selected Applicant, as the case may be, for the project and the Client reserves the right to reject the Applications with assigning reasons whatsoever under PPRA, 2014.
6. The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Application including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Client or any other costs incurred in connection with or relating to its Application.
7. All such costs and expenses will remain with the Applicant and the Client shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Application, regardless of the conduct or outcome of the process.
8. Neither the Client nor their employees or representative will have any liability in case of non-receipt of any correspondence from them to the Applicants due to the postal delays.
9. Mere submission of Application / EOI or issuance of RFP does not vest any right in the Applicant for being selected for the project.

SECTION I: INSTRUCTION TO APPLICANTS

A. Scope of Application

1. The Client invites Expression of Interests (EOIs) proposals to shortlist experienced and capable Applicants/firms for the Request for Proposals (RFPs) stage through Quality & Cost Based Selection (QCBS) under PPRA, 2014.
2. Shortlisted Applicants would be subsequently invited to submit the technical and financial proposals in respect of the “Independent Verification of Disbursement Linked Indicators (DLIs) for the Punjab Green Development Program (PGDP)” under PCU, P&D Board hereinafter referred to as “the IV of PGDP”.

B. Eligible Applicants

1. A single firm/entity/company or a group of firms/entity/companies (the Joint Venture), coming together to perform the independent verification of DLIs/DLRs of PGDP. The term Applicant used hereinafter would therefore apply to a single firm/entity and/or an Association. The Joint venture should be meaningful partnership and should have at least one relevant assignment from each firm.
2. The Applicant should submit a Power of Attorney as per the format enclosed at **Annexure-A**, authorizing the signatory of the EOI for submission.
3. Notwithstanding anything stated elsewhere in this document, the Client shall have the right to seek updated information and supplementary information from the Applicant to ensure their continued eligibility. Applicant(s) shall provide evidence of their continued eligibility in a manner that is satisfactory to the Client. Applicant may be disqualified if it is determined by the Client, at any stage of the process, that the Applicant will be unable to fulfil the requirements of the Project or fails to continue to satisfy the Eligibility Criteria.
4. A firm which has been barred or blacklist either by any department /agencies/donors/Ministries of the Government of Pakistan / Punjab or Government departments/agencies of their respective country, in case of Applicant(s) would not be eligible to submit an EOI Application, either individually or as member of a Consortium. Applicant to submit an affidavit to this effect.

C. Number of EOIs

Each Applicant shall submit only one (1) EOI Application, with two (2) copies, in response to this shortlisting document. Any Applicant, which submits or participates in more than one EOI Application will be disqualified and will also cause the disqualification of the J.V of which it is a member as the case may be.

D. EOI Preparation Cost

The Applicant shall be responsible for all of the costs associated with the preparation of its EOI and its participation in the shortlisting process. The Client will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the shortlisting process.

E. Examination of Shortlisting Document

1. It would be deemed that by submitting the EOI, Applicant has:
 - a. Made a complete and careful examination of the shortlisting document; and
 - b. Received all relevant information requested from the Client.
2. A receipt of submission of Rs. 1000/- in lieu of prequalification documents must be attached with the application.
3. The Client shall not be liable for any mistake or error on the part of the Applicant in respect of the above.

F. Right to Accept or Reject all Applications

1. Notwithstanding anything contained in this shortlisting document, the Client reserves the right to accept or reject EOI and to annul the shortlisting process and reject all EOIs / proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, under PPRA, 2014.
2. The Client reserves the right to not to shortlist Application if:
 - a. At any time, a material mis-representation is made or uncovered, or
 - b. The Applicant does not respond promptly and thoroughly to requests for supplemental information required for the evaluation of the EOI.
3. Such misrepresentation / improper response would lead to the disqualification of the Applicant. If the Applicant is a Consortium, then the entire Consortium would be disqualified / rejected.

G. Contents of Shortlisting Document

The Shortlisting Document comprises the contents as given in the Table of Contents and would additionally include any Addenda issued in accordance with the provisions of this Document.

H. Clarifications

Interested parties may address their queries relating to the shortlisting process to the Office of the Client mentioning email and contact number. The queries should reach the above within ten (10) days of publishing of this EOI. The Client would endeavor to respond to the queries. The responses will be sent by email/courier. The delivery of clarifications to the Applicant shall not be responsibility of the Client. A communication of clarification is considered to be made by the Client if transmittal of email/courier has been made to the Applicant from the Client.

I. Amendment of Shortlisting Document

1. At any time prior to the deadline for submission of EOI Application, the Client may, for any reason, whether at its own initiative or in response to clarifications requested by any Applicant, modify the shortlisting Document by the issuance of an Addendum.
2. Any Addendum thus issued will be sent in writing to all those who have sent queries to the Document, and shall also be uploaded on the website of Client and Punjab Procurement Regulatory Authority.

J. Language

The EOI and all related correspondence and documents should be written in the English language. Supporting documents and printed literature furnished by Applicant with the EOIs should also be in English language.

K. Validity of EOIs

EOIs shall remain valid for a period not less than 120 days from the EOI Application Due Date. The Client reserves the right to reject any EOI Application, which does not meet this requirement.

L. Format and Signing of EOI Application

1. The Applicant would provide all the information as per this shortlisting document. The Client would evaluate only those EOIs that are received in the required format and are complete in all respects.
2. The Applicant shall prepare one original of the documents comprising the EOI Application and clearly marked "ORIGINAL". In addition, the Applicant shall make two copies of the EOI Application, clearly marked "COPY". In the event of any discrepancy between the original and the copies, the original shall prevail.
3. The EOI Application and its copies shall be typed or written in indelible ink and each page shall be initialed and stamped by the Applicant. All the alterations, omissions, additions, or any other amendments made to the EOI Application shall be initiated by the person(s) signing the EOI Application.

M. Sealing and Marking of EOI Applications

1. The Applicant shall seal the original and copy duly marking the envelopes as "ORIGINAL" and "COPY". The envelopes shall then be sealed in an outer envelope super scribing 'EOI for Independent Verification of PGDP under PCU, P&D Board' and also the name(s) of Applicant / association.
2. The envelope shall be addressed to: "Program Coordination Unit, Room No. 527, Planning & Development Board, Nabah Road, Civil Secretariat, Lahore"
3. If the envelope is not sealed and marked as instructed above, the Client assumes no responsibility for the misplacement or premature opening of the contents of the EOI Application submitted.

N. EOI Application Due Date

EOI Applications should be submitted by 04:00 PM in the above-mentioned office address on or before 1st February 2021, at the address provided above in the manner and form as detailed in this shortlisting document. EOI Applications submitted by either facsimile transmission, telex or e-mail will not be considered for evaluation and shortlisting. However, the Client reserves the right to extend the EOI Application Due Date and Time, at any time prior to closing/opening of EOIs in response to this shortlisting document. In such cases the EOI applications received prior to such extension shall not be opened. Further, if the document is materially modified during such extended period, the EOI application received prior to extension shall be returned to the Applicants and appropriate time shall be allowed for resubmission of the EOI applications.

O. Late EOI Applications

EOI Applications received after the Due Date and time shall not be considered

P. Modifications/ Substitution/ Withdrawal of EOIs

The Applicant may modify, substitute or withdraw its EOIs after submission, provided that written notice of the modification, substitution or withdrawal is

received by the Client before the EOI's Due Date. No EOI shall be modified or substituted or withdrawn by the Applicant after the EOI Due Date and time.

Q. Evaluation of EOI – Criteria

The Client would subsequently examine and evaluate EOIs in Accordance with the criteria set out in Section 3.

R. Evaluation of EOI - Supporting Documents

The Client reserves the right to call for supporting documentation to verify the data provided by Applicant, at any time during the shortlisting process. The Applicant in such cases would need to provide the requested clarification / documents promptly and within the stipulated time failing which the Applicant is liable to be disqualified at any stage of the shortlisting process.

S. Evaluation of EOI - Right to Reject

The Client reserves the right to reject EOI Application if:

1. At any time, a material misrepresentation is made or uncovered; or
2. The Applicant does not respond promptly and thoroughly to requests for supplemental information required for the evaluation of the EOI.

T. Confidentiality

Information relating to the examination, clarification, evaluation, and recommendation for the short-listed Applicants shall not be disclosed to any person not officially concerned with the process. The Client will treat all information submitted as part of EOI Application in confidence and would require all those who have access to such material to treat the same in confidence. The Client will not divulge any such information unless it is ordered to do so by higher authority that has the power under law to require its disclosure.

U. Clarifications

To facilitate evaluation of EOIs, the Client may at its sole discretion, seek clarifications in writing from any Applicant regarding its EOI or reject the incomplete EOI proposal.

V. Qualification and Notification

After the evaluation of EOIs, the Client would announce a list of shortlisted Applicants who meet the Qualification Criteria. At the same time, the Client would notify other Applicants that their EOI Applications have been unsuccessful. The shortlisted Applicants would then be requested by the Client to submit a detailed Proposal in the form and manner to be set out in the RFP Document.

Section 2: PUNJAB GREEN DEVELOPMENT PROGRAM (PGDP)

2.1 Background / Introduction of the (PGDP)

The Government of the Punjab with the assistance of World Bank has developed a broad based Punjab Green Development Program (PGDP) to address environmental issues in the province of Punjab. In 2017, the Government of Punjab requested the World Bank's support to foster green growth and address the serious environmental issues affecting the province, including increasingly severe annual smog episodes. The PGDP was prepared in FY18 to respond to this request, with the program development objective (PDO) to strengthen environmental governance and promote green investments in Punjab. This Program-for-Result (PforR) operation, supported by a US\$200 million equivalent credit from the International Development Association (IDA), was approved by the World Bank's Board of Executive Directors on May 25, 2018 and became effective on May 29, 2018. After the July 2018 general elections in Pakistan brought into power a party that had made the environment one of its top campaign issues, the new federal and provincial governments have maintained their full support for the PGDP and included the PGDP a key element of the national Clean Green Pakistan Program of the federal government and the Punjab Clean Air Action Plan of the provincial government.

2.2. Program Objectives

The Program Objectives and key results of the Punjab Green Development Program are:

- a. Strengthening Environmental Governance, and
- b. Promoting Green Investments.

Activities under the first results area are aim at restructuring the Environment Protection Department, Reform the Environmental Regulatory Regime, and build the EPA's capacity to deliver transparent and efficient Environmental management services to the Private Sector and to the Public. Activities under the second results area aim at promoting selected Green Investments in both Public and Private sectors and develop Green Financing schemes to finance such investments beyond the implementation

period of this Program. Together, these efforts will help GoPunjab address Pollution issues from the source, improve energy and resource efficiency in targeted sectors, and increase the green competitiveness of key industries. For this Program, Green investments are defined as investments in infrastructure, facilities, technologies, and practices that contribute substantially to an improved Environment compared to traditional investments.

2.3. Major interventions of PGDP

The PGDP will finance a total of 23 budget items. These items include selected activities and will be featured in the Annual Development Programs of GoPunjab and will be implemented over a period of five years. The Disbursements under the Program will follow PforR procedures. The disbursement of loan will be based on following disbursement Linked indicators: -

1. Improving EPD Capacity
2. Air and Water Quality Monitoring
3. Disclosure of Environmental Information and Citizen Engagement
4. Sound Management of Plastics
5. Energy Efficiency Investments in Public Institutions
6. Vehicle Compliance with Emission Standards
7. Green Investments by Polluting Industries
8. Mobilization of Sustainable Green Financing

2.4. Objectives of the Consultancy

Planning & Development Board intend to hire services of firm/ consultant for an independent verification or Third Party Validation of the PGDP Disbursement Linked Indicators (DLI). The Consultant will perform the role of Third Party for the validation of implementation performance on PGDP. The objectives of the consultancy are defined as under: -

- i. To independently verify the Disbursement Linked Indicators (DLIs)/ Disbursement Linked Results (DLRs) as specified in the Table 1 in the light of verification protocols laid down in the Program Appraisal Document (PAD) of PGDP.

- ii. To generate a report acceptable to PCU for onwards submission to the World Bank for each DLI/DLR.

2.5. Scope, Duties & responsibilities of the Consultant

The scope, duties and responsibilities of the consultant shall include but not limited to the following DLIs/DLRs:-

- Review and update of the expenditure framework based on actual approval of Annual Development Plans, including the GS Number, the budget allocations, the implementation period and annual progress.
- The respective DLIs of all departments including will be reviewed and verified by the Independence Verification Entity (IVE).
- The DLIs of Energy, Environment Protection, Transport, Finance and Industry Commerce Investment & Skills Development departments will be verified.
- The evaluation team would work in close collaboration with all stakeholders of the program in order to assess the DLIs/DLRs.
- The placement of the consultancy shall be the province of the Punjab with work place at Lahore involving travel to such areas as may be required in Punjab for verification of DLIs.

In addition to DLI verification, the IVE should also verify the implementation of the Program Action Plan. The Program Action Plan mentioned in Project Appraisal Document (PAD) lists the key activities (legal dated covenants) that the government must undertake to support the realization of DLIs and improvements to related systems to achieve the Program Development Objectives. These activities are all budgeted as part of the PC-1s that the government has prepared for supplementary allocation to the budget based on the gaps identified in the program expenditure review. The firm will verify that the Government of Punjab has implemented the actions listed in the Program Action Plan by the deadlines. The firm will report any delays or issues with the quality of implementation to the SPIU which will then inform the World Bank. The assignment will span over 54 months.

The detailed TORs will be provided with the RFP document.

Section 3: QUALIFICATION CRITERIA

The minimum qualifying marks is 65

3.1 Eligibility Criteria

Following are the details on the basis of which firms will be shortlisted:

A. Mandatory or Pre-requisite criteria

- a. Information regarding legal entity / copy of registration with Securities and Exchange Commission of Pakistan or Registrar of Firms.
- b. National Tax Registration Number with active taxpayer status and registration No. with Punjab Revenue Authority for PST purposes.
- c. Certificate of registration with relevant professional body such as Pakistan Engineering Council (PEC), Institute of Chartered Accountant of Pakistan (ICAP), etc.,
- d. Undertaking by the firm / company on a legal format / affidavit, that it is currently not blacklisted by any Federal, Provincial, State or Local Government department and /or by any Government owned Company/Foundation/Authority.

B. Shortlisting criteria

The short-listing criteria for evaluation of application those are responsive and fulfill pre-requisite/mandatory requirements, are given below:

SN	Description	Marks (%)
1	Financial Capability / Position	20
2	Relevant and Past Experience	30
3	Personnel / HR Capabilities	40
4	Managerial Capability	10
Total		100

The Company / JV securing 65% marks collectively will qualify.

B.1 Financial Capability / Position

EOI evaluation will be based on the criteria given in succeeding paras in line with PPRA rules and as demonstrated by the Applicant's responses in the forms given in this document.

- Sub-contractor's experience and resources shall not be taken into account in determining the Applicant's compliance with the qualifying criteria.
- Joint Venture may meet the following criteria jointly.

Sr. No	Criteria	Maximum Marks	Detail Marks
	Average turnover during last three financial years supported with verified annual financial statements	20	a. Turnover from Rs. 10 Million to 20 Million = 10 b. Turnover from Rs. 20 Million to 40 Million = 15 c. Turnover from above than Rs. 40 million = 20

B.2 Relevant and Past Experience

Firm should provide information regarding:

Sr. No	Criteria	Maximum Marks	Detail Marks
	i. General experience by providing the list of 5 No. projects / assignments performed in the past 10 years as per Annex-B.1. ii. Relevant experience in the subject field by submitting the details of 02 No. most relevant projects in the past 10 years as per Annex-B.2.	30	i. General Experience 5 projects = 10 ii. Relevant Experience 2 projects = 20

Note: The firms will get proportionate marks with respect to Sr. No.i & ii

B.3. Personnel / HR Capabilities

Sr. No	Description	Maximum Marks	Marks
1	Financial/Audit Specialist	40	8
2	Quality Control Manager/ Expert		8
3	Environmental Specialist		8
4	Electrical Engineer (Power)		4
5	Economist/Environmental Economist		4
6	Environmental Engineer		4
7	Transport Engineer/Manager		4

Note: Provide information of personnel on the format given at Annex C.

- 30% weightage shall be given to qualification whereas 70% weightage shall be assigned to experience for each proposed resource given in above table.
- Only one human resource can apply in one sector/sub-sector with single firm against each post. Similarly, one human resource can be quoted/entered by single firm and no other firm can quote/enter that human resource in any sector/sub-sector.

B. 4 Managerial Capability

Sr. No	Criteria	Maximum Marks	Detail Marks
	i. Detailed description of the Firm Profile by providing its organizational structure, list of permanent staff, quality management system and list of relevant equipment / machinery.	10	i. Organization structure = 4 ii. List of permanent staff = 4 iii. Quality management systems & list of relevant equipment/machinery = 2

ANNEXURE-A: FORMAT FOR POWER OF ATTORNEY

(On a Notary / Stamp Paper of Appropriate Value)

Know all men by these presents, we _____ (name and address of the registered office) do hereby constitute, appoint and authorize Mr./Ms. _____ (name and address of residence) who is presently employed with us and holding the position of _____ as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our EOI for the Punjab Green Development Program, including signing and submission of all documents and providing information/ responses to PCU PGDP , P&D Board, representing us in all matters and generally dealing in all matters in connection with our proposal for the said project.

We hereby agree to ratify all such acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all such acts, deeds and things awfully done by our aforesaid attorney shall and shall always be deemed to have been done by us.

**For -----
(Signature)
(Name, Title and Address)
Applicant seal & stamp**

Important Notes:

- 1. To be executed by all members of the Consortium duly supported .by a valid & legal document.*
- 2. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants (s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.*
- 3. Also, where required, the executants(s) should submit for verification the extract of the charter documents and documents such as a resolution / power of attorney in favour of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.*

ANNEXURE B.1 : EXPERIENCE FORM

[Using the format below both for general and relevant experience, provide information on each project for which you, and each associate for each project, was legally contracted as a corporate entity Use maximum 10 pages. Please provide Client’s certification and/or evidence of the contract agreement.]

Firm Experience (General)

General Experience									
S. No	Name of Project	Location (Country/ Province/ Division)	Client	Project Description	Implementation		Total Cost of Project	Cost of Consultancy Services Provided by the Firm	Actual Services Provided by the Consultant
					Start	Completion			
1									
2									
3									
4									
5									

- Provide list of 5 No. general projects performed in the past 10 years.

ANNEXURE B.2 : EXPERIENCE FORM

[Using the format below for relevant experience, provide information on each project for which you, and each associate for each project, was legally contracted as a corporate entity Use maximum 10 pages. Please provide Client’s certification and/or evidence of the contract agreement.]

Firm’s Experience (Relevant)

Relevant Experience									
S. No	Name of Project	Location (Country/ Province/ Division)	Client	Project Description	Implementation		Total Cost of Project	Cost of Consultancy Services Provided by the Firm	Actual Services Provided by the Consultant
					Start	Completion			
1									
2									

- Provide list of 2 No. relevant projects performed in the past 10 years.

Annex-C (List of Personnel)

S. No	Name	Qualification	Total Experience in Years	Position Held	Current Responsibilities
1					
2					
3					
4					
5					
6					
7					

1. The list of key personnel should be in accordance with proposed positions mentioned in Human Resource Capacity.
2. 30% weightage shall be given to qualification whereas 70% weightage shall be assigned to experience for each proposed resource given in above table.
3. Only one human resource can apply in one sector/sub-sector with single firm against each post. Similarly, one human resource can be quoted/entered by single firm and no other firm can quote/enter that human resource in any sector/sub-sector.

