

STANDARD REQUEST FOR PROPOSAL

Procurement of Consultancy Services (National Competitive Bidding)



PREPARATION OF OPERATIONAL PLANS BASED ON MANAGEMENT PLANS FOR NINE (09) DISTRICTS OF GILGIT-BALTISTAN

**COORDINATOR REDD+ OFFICE,
FOREST, PARKS & WILDLIFE DEPARTMENT
GILGIT-BALTISTAN.
May 2025**

PART I

Section I. Request for Proposal
OFFICE OF THE COORDINATOR REDD+/ FOCAL PERSON GB
[FOREST, PARKS & WILDLIFE GILGIT-BALTISTAN]

No. REDD 1(6)/2024

Date 7th May, 2025

Dear Sir/Madam,

Subject: REQUEST FOR PROPOSALS

You are requested to submit technical & financial proposals for “Preparation of Operational Plans Based on Management Plans for Nine (09) Districts of Gilgit-Baltistan” as per enclosed Terms of Reference (TORs). To enable you to submit a proposal, attached are the following for your guidance:

A firm will be selected under Quality and Cost based Selection Method and procedures described in this RFP.

The RFP includes the following documents:

Section 1 - Letter of Invitation

Section 2 - Instructions to Consultants and Data Sheet

Section 3 - Technical Proposal - Standard Forms

Section 4 - Financial Proposal - Standard Forms

Section 5 - Terms of Reference

It is mandatory for proposals to be made using the Standard Forms of the RFP. Proposals that are not on the prescribed format may be discarded. If any information required in the forms is found missing or written elsewhere, no credit will be given in the relevant section of the evaluation.

Your offer comprising of technical and financial proposal, in separate sealed envelopes, should reach the following address not later than xx Month, xxxx by 1100 hrs.(PST) at Office of the Coordinator REDD+ River Road, Chinara Bagh near CM Secretariat or call on cell # +92-355555573.

Commented [C1]:

For any additional information you want to obtain, please write to or visit the Office address mentioned above.

Yours sincerely,

(MUJEEB SARDAR)

COORDINATOR REDD/FOCAL PERSON

REDD+ PROGRAMME

GILGIT-BALTISTAN

Email: mujeebsardar@gmail.com

Website: www.fwegb.gov.pk

Section II. Instructions to Consultants**A. General Provisions**

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| 1. Definitions | <p>1.1 Definition</p> <ul style="list-style-type: none"> a) “Affiliate(s)” means an individual or an entity that directly or indirectly controls, is controlled by, or is under common control with the Consultant. b) “Applicable Law” means the laws and any other instruments having the force of law in Pakistan, or in such other country as may be specified in the Data Sheet, as they may be issued and in force from time to time. c) “Consultant” means a legally-established professional consulting firm or an entity that may provide or provides the Services to the Procuring Agency under the Contract. d) “Contract” means a legally binding written agreement signed between the Procuring Agency and the Consultant and includes all the attached documents listed in its Clause 1 (the General Conditions of Contract (GCC), the Special Conditions of Contract (SCC), and the Appendices). e) “Data Sheet” means an integral part of the Instructions to Consultants (ITC) Section 2 that is used to reflect specific country and assignment conditions to supplement, but not to over-write, the provisions of the ITC. f) “Day” means a calendar day. g) “Experts” means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Consultant, Sub-consultant or Joint Venture member(s). h) “Joint Venture (JV)” means an association with or without a legal personality distinct from that of its members, of more than one Consultant where one member has the authority to conduct all business for and on behalf of any and all the members of the JV, and where the members of the JV are jointly and severally liable to the Procuring Agency for the performance of the Contract. |
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| | <p>i) “Key Expert(s)” means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose CV is taken into account in the technical evaluation of the Consultant’s proposal.</p> <p>j) “ITC” (this Section 2 of the RFP) means the Instructions to Consultants that provides the Consultants with all information needed to prepare their Proposals.</p> <p>k) “LOI” (this Section 1 of the RFP) means the Letter of Invitation being sent by the Procuring Agency to the Consultants.</p> <p>l) “Non-Key Expert(s)” means an individual professional provided by the Consultant or its Sub-consultant and who is assigned to perform the Services or any part thereof under the Contract and whose CVs are not evaluated individually.</p> <p>m) “Proposal” means the Technical Proposal and the Financial Proposal of the Consultant.</p> <p>n) “RFP” means the Request for Proposals to be prepared by the Procuring Agency for the selection of Consultants, based on the SRFP.</p> <p>o) “Services” means the work to be performed by the Consultant pursuant to the Contract.</p> <p>p) “SRFP” means the Standard Request for Proposals, which must be used by the Procuring Agency as the basis for the preparation of the RFP.</p> <p>q) “Sub-consultant” means an entity to whom the Consultant intends to subcontract any part of the Services while remaining responsible to the Procuring Agency during the performance of the Contract.</p> <p>r) “TORs” (this Section 7 of the RFP) means the Terms of Reference that explain the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the</p> |
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| | Procuring Agency and the Consultant, and expected results and deliverables of the assignment. |
| 2. Introduction | <p>2.1 The Procuring Agency Forest, Parks & Wildlife Department intends to select a consultant/firm from those listed in the Letter of Invitation, in accordance with the method of selection specified in the Data Sheet. The eligible Consultants are invited to submit a Technical Proposal and a Financial Proposal, or a Technical Proposal only, as specified in the Data Sheet, for consulting services required for the assignment named in the Data Sheet. The Proposal will be the basis for negotiating and ultimately signing the Contract with the selected Consultant.</p> <p>2.2 The Consultants should familiarize themselves with the local conditions and take them into account in preparing their Proposals, including attending a pre-proposal conference if one is specified in the Data Sheet. Attending any such pre-proposal conference is optional and is at the Consultants' expense.</p> <p>2.3 The Procuring Agency will timely provide, at no cost to the Consultants, the inputs, relevant project data, and reports required for the preparation of the Consultant's Proposal as specified in the Data Sheet.</p> |
| 3. Conflict of Interest | <p>3.1 The Consultant is required to provide professional, objective, and impartial advice, at all times holding the Procuring Agency's interest's paramount, strictly avoiding conflicts with other assignments or its own corporate interests, and acting without any consideration for future work.</p> <p>3.2 The Consultant has an obligation to disclose to the Procuring Agency any situation of actual or potential conflict that impacts its capacity to serve the best interest of its Procuring Agency. Failure to disclose such situations may lead to the disqualification of the Consultant or the termination of its Contract and/or sanctions by the Authority.</p> <p>3.3 Without limitation on the generality of the foregoing, the Consultant shall not be hired under the circumstances set forth below:</p> |
| a. Conflicting activities | <p>(i) <u>Conflict between consulting activities and procurement of goods, works or non-consulting services:</u> a firm that has been engaged by the Procuring Agency to provide goods, works, or non-consulting services for a project, or any of its Affiliates, shall be disqualified from providing consulting services resulting from or directly related to those goods, works, or non-consulting services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, or any of its Affiliates, shall be disqualified from subsequently providing goods or works or non-consulting services resulting from or directly related to the consulting services for such preparation or implementation.</p> |

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| b. Conflicting assignments | (ii) <u>Conflict among consulting assignments:</u> a Consultant (including its Experts and Sub-consultants) or any of its Affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant for the same or for another Procuring Agency. |
| c. Conflicting relationships | (iii) <u>Relationship with the Procuring Agency's staff:</u> a Consultant (including its Experts and Sub-consultants) that has a close business or family relationship with a professional staff of the Procuring Agency, or of a recipient of a part of the financing in case the project is financed by some financing institution) who are directly or indirectly involved in any part of (i) the preparation of the Terms of Reference for the assignment, (ii) the selection process for the Contract, or (iii) the supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Authority throughout the selection process and the execution of the Contract. |
| 4. Unfair Competitive Advantage | 4.1 Fairness and transparency in the selection process require that the Consultants or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to the assignment in question. To that end, the Procuring Agency shall indicate in the Data Sheet and make available to all eligible Consultants together with this RFP all information that would in that respect give such Consultant any unfair competitive advantage over competing Consultants. |
| 5. Corrupt and Fraudulent Practices | 5.1 The Authority requires compliance with its Regulatory Framework in regard to corrupt and fraudulent practices as set forth in Section 6. 5.2 In further pursuance of this Regulatory Framework, Consultants shall permit and shall cause their agents (where declared or not), sub-contractors, sub-consultants, service providers, suppliers, and personnel, to permit the Procuring Agency to inspect all accounts, records and other documents relating to any shortlisting process, Proposal submission, and contract performance (in the case of award), and to have them audited by auditors appointed by the Procuring Agency. |
| 6. | 6.1 The Procuring Agency permits consultants i.e. individuals and firms, (Joint Ventures not allowed) to offer consulting services for the project 6.2 Furthermore, it is the Consultant's responsibility to ensure that its Experts, members, Sub-consultants, agents (declared or not), sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements. As an exception to the foregoing Clauses 6.1 and 6.2 above: |
| a. Sanctions | 6.3 A firm or an individual declared blacklisted by the Authority in accordance with the above Clause 5.1 shall be ineligible to |

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| | participate in the procurement process or to be awarded a contract, during such period of time as the Authority shall determine. The list of debarred firms and individuals is available at the electronic address specified in the Data Sheet . |
| b. Prohibitions | 6.4 Firms and individuals of a country or goods manufactured in a country may be ineligible if so indicated in Section 5 (Eligible Countries). |
| c. Restrictions for public employees | 6.5 Government officials and civil servants of Pakistan are not eligible to be included as Experts in the Consultant's Proposal unless such engagement does not conflict with any employment or other laws, regulations, or policies of the Government of Pakistan, and they <ul style="list-style-type: none"> (i) are on leave of absence without pay, or have resigned or retired; (ii) are not being hired by the same agency they were working for before going on leave of absence without pay, resigning, or retiring (in case of resignation or retirement, for a period of at least two years, or the period established by statutory provisions applying to civil servants or government employees whichever is longer. Experts who are employed by the government-owned universities, educational or research institutions are not eligible unless they have been full time employees of their institutions for a year or more prior to being included in Consultant's Proposal.; and (iii) their hiring would not create a conflict of interest. |
| B. Preparation of Proposals | |
| 7. General Considerations | 7.1 In preparing the Proposal, the Consultant is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal. |
| 8. Cost of Preparation of Proposal | 8.1The Consultant shall bear all costs associated with the preparation and submission of its Proposal, and the Procuring Agency shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. The Procuring Agency is not bound to accept any proposal, and reserves the right to annul the selection process in accordance with the procurement regulatory framework at any time prior to Contract award, without thereby incurring any liability to the Consultant. |
| 9. Language | 9.1The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Consultant and the Procuring Agency, shall be written in the language(s) specified in the Data Sheet. |

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| 10. Documents Comprising the Proposal | <p>10.1 The Proposal shall comprise the documents and forms listed in the Data Sheet.</p> <p>If specified in the Data Sheet, the Consultant shall include a statement of an undertaking of the Consultant to observe, in competing for and executing a contract, the Procuring Regulatory Framework regarding corrupt and fraudulent practices.</p> |
| 11. Only One Proposal | <p>11.1 The Consultant (including the individual members) shall submit only one Proposal, either in its own name or as part of a Joint Venture (<i>JV not allowed</i>) in another Proposal. If a Consultant, including any Joint Venture member (<i>JV not allowed</i>), submits or participates in more than one proposal, all such proposals shall be disqualified and rejected. This does not, however, preclude a Sub-consultant, or the Consultant's staff from participating as Key Experts and Non-Key Experts in more than one Proposal when circumstances justify and if stated in the Data Sheet and subject to regulatory instructions, if any.</p> |
| 12. Proposal Validity | <p>12.1 Proposals shall remain valid for the period specified in the Data Sheet after the Proposal submission deadline prescribed by the PA. To ensure the validity of proposal, it shall contain bid/proposal security or bid/proposal securing declaration as a complementary bid/proposal securing instrument having the validity twenty-eight days more than the bid/proposal validity period.</p> <p>12.2 During this period, the Consultant shall maintain its original Proposal without any change, including the availability of the Key Experts, the proposed rates and the total price.</p> <p>12.3 If it is established that any Key Expert nominated in the Consultant's Proposal was not available at the time of Proposal submission or was included in the Proposal without his/her confirmation, such Proposal shall be disqualified and rejected for further evaluation, and may be subject to blacklisting and debarment in accordance with Clause 5 of this ITC.</p> |
| a. Extension of Validity Period | <p>12.4 If considered necessary, an extension can be made in case of exceptional circumstances (beyond the control of the procuring agency) after recording the reason(s) in writing. Such extension shall be only once, and the period of the extension should be determined keeping in view of the circumstances under which such extension is deemed to be necessary, however, the same shall not be more than the original bid validity period. The request and the responses shall be made in writing. Moreover, any such extension shall be solicited and procured in advance prior to the expiry of original (or initial) bid validity period. Bid/Proposal Securing Instrument shall also be extended in conformity with the period of extension.</p> |

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| | <p>12.5 If the Consultant agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal and with the confirmation of the availability of the Key Experts.</p> <p>12.6 The Consultant has the right to refuse to extend the validity of its Proposal in which case such Proposal will not be further evaluated.</p> |
| b. Substitution of Key Experts at Validity Extension | <p>12.7 If any of the Key Experts become unavailable for the extended validity period, the Consultant shall provide a written adequate justification and evidence satisfactory to the Procuring Agency together with the substitution request. In such case, a replacement Key Expert shall have equal or better qualifications and experience than those of the originally proposed Key Expert. The technical evaluation score, however, will remain to be based on the evaluation of the CV of the original Key Expert.</p> <p>12.8 If the Consultant fails to provide a replacement Key Expert with equal or better qualifications, or if the provided reasons for the replacement or justification are unacceptable to the Procuring Agency, such Proposal will be rejected.</p> |
| c. Sub-Contracting | <p>12.9 The Consultant shall not subcontract the whole of the Services.</p> |
| | <p>12.10 The Proposal Securing Declaration is required to protect the Procuring Agency against the risk of Consultant's conduct which would warrant the consultant to face the blacklisting or debarment proceedings in accordance with regulatory framework.</p> |
| | <p>12.11 Any Proposal not accompanied by a Proposal Securing Declaration shall be rejected by the Procuring Agency as non-responsive.</p> |
| | <p>12.12 <i>JV not allowed</i></p> |
| | <p>12.13 The successful Consultant's Proposal Securing Declaration will be discharged upon the signing the contract with the Successful Consultant, and furnishing the performance security.</p> |
| | <p>12.14 A Consultant shall be suspended from being eligible for tendering in any contract with the Procuring Agency for the period of time indicated in the Proposal Securing Declaration:</p> <ul style="list-style-type: none"> (a) if the Consultant withdraws its Proposal, except as provided in ITC 12.6 or (b) in the case of a successful Consultant, if the Consultant fails within the specified time limit to: <ul style="list-style-type: none"> (i) sign the contract, or |

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| | (ii) furnish the required performance security |
| 13. Clarification and Amendment of RFP | <p>13.1 The Consultant may request a clarification of any part of the RFP during the period indicated in the Data Sheet before the Proposals' submission deadline. Any request for clarification must be sent in writing, or by standard electronic means, to the Procuring Agency's address indicated in the Data Sheet. The Procuring Agency will respond in writing, or by standard electronic means, and will send written copies of the response (including an explanation of the query but without identifying its source) to all eligible Consultants. Should the Procuring Agency deem it necessary to amend the RFP as a result of a clarification or at its own initiative, it shall do so following the procedure described below:</p> <ul style="list-style-type: none"> i. At any time before the proposal submission deadline, the Procuring Agency may amend the RFP by issuing an amendment in writing or by standard electronic means. The amendment shall be sent to all shortlisted Consultants and will be binding on them. The shortlisted Consultants shall acknowledge receipt of all amendments in writing. ii. If the amendment is substantial, the Procuring Agency may extend the proposal submission deadline to give the shortlisted Consultants reasonable time to take an amendment into account in their Proposals. <p>13.12 The Consultant who has already submitted the proposal prior to any amendments in the RFP, may submit a modified Proposal or a modification to any part of it based on the respective mi in the RFP at any time prior to the proposal submission deadline. No modifications to the Technical or Financial Proposal shall be accepted after the deadline.</p> |
| 14. Preparation of Proposals – Specific Considerations | <p>14.1 While preparing the Proposal, the Consultant must give particular attention to the following:</p> <ul style="list-style-type: none"> i. The Procuring Agency may indicate in the Data Sheet the estimated Key Experts' time input (expressed in person-month) or the Procuring Agency's estimated total cost of the assignment, but not both. This estimate is indicative and the Proposal shall be based on the Consultant's own estimates for the same. ii. If stated in the Data Sheet, the Consultant shall include in its Proposal at least the same time input (in the same unit as indicated in the Data Sheet) of Key Experts, failing which the Financial Proposal will be adjusted for the purpose of comparison of proposals and decision for award in accordance with the procedure in the Data Sheet. iii. For assignments under the Fixed-Budget selection method, the estimated Key Experts' time input is not disclosed. Total available |

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| | budget, with an indication whether it is inclusive or exclusive of taxes, is given in the Data Sheet , and the Financial Proposal shall not exceed this budget. |
| 15. Technical Proposal Format and Content | <p>15.1 The Technical Proposal shall not include any information regarding Financial Proposal. A Technical Proposal containing material financial information shall be declared non-responsive.</p> <p>15.2 Depending on the nature of the assignment, the Consultant is required to submit a Full Technical Proposal (FTP), or a Simplified Technical Proposal (STP) as indicated in the Data Sheet and using the Standard Forms provided in Section 3 of the RFP.</p> |
| 16. Financial Proposal | 16.1 The Financial Proposal shall be prepared using the Standard Forms provided in Section 4 of the RFP. It shall list all costs associated with the assignment, including (a) remuneration for Key Experts and Non-Key Experts, (b) reimbursable expenses indicated in the Data Sheet . |
| a. Taxes | 16.2 The Consultant and its Sub-consultants and Experts are responsible for meeting all tax liabilities arising out of the Contract unless stated otherwise in the Data Sheet. Information on taxes in the Procuring Agency's country is provided in the Data Sheet. |
| b. Currency of Proposal | 16.3 The Consultant may express the price for its Services in the currency or currencies as stated in the Data Sheet. If indicated in the Data Sheet, the portion of the price representing local cost shall be stated in the national currency. |
| c. Currency of Payment | 16.4 Payment under the Contract shall be made in the currency or currencies in which the payment is requested in the Proposal. |
| C. Submission, Opening and Evaluation | |
| 17. Submission, Sealing, and Marking of Proposals | <p>17.1 The Consultant shall submit a signed and complete Proposal comprising the documents and forms in accordance with Clause 10 (Documents Comprising Proposal). The submission can be done by mail or by hand. If specified in the Data Sheet, the Consultant has the option of submitting its Proposals electronically.</p> <p>17.2 An authorized representative of the Consultant shall sign the original submission letters in the required format for both the Technical Proposal and, if applicable, the Financial Proposal and shall initial all pages of both. The authorization shall be in the form of a written power of attorney attached to the Technical Proposal.</p> <p>17.2.1 Joint Venture is not allowed</p> |

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| <p>Withdrawal of bids</p> | <p>17.3 Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Proposal.</p> <p>17.4 The signed Proposal shall be marked "ORIGINAL", and its copies marked "COPY" as appropriate. The number of copies is indicated in the Data Sheet. All copies shall be made from the signed original. If there are discrepancies between the original and the copies, the original shall prevail.</p> <p>17.5 The original and all the copies of the Technical Proposal shall be placed inside of a sealed envelope clearly marked "Preparation of Operational Plans Based on Management Plans for Nine (09) Districts of Gilgit-Baltistan", reference number, name and address of the Consultant, and with a warning "DO NOT OPEN UNTIL 27TH MAY, 2025 AT 11:00 AM OF THE TECHNICAL PROPOSAL SUBMISSION DEADLINE."</p> <p>17.6 Similarly, the original Financial Proposal (if required for the applicable selection method) shall be placed inside of a sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by the name of the assignment, reference number, name and address of the Consultant, and with a warning "DO NOT OPEN WITH THE TECHNICAL PROPOSAL."</p> <p>17.7 The sealed envelopes containing the Technical and Financial Proposals shall be placed into one outer envelope and sealed. This outer envelope shall bear the submission address, RFP reference number, the name of the assignment, Consultant's name and the address, and shall be clearly marked "DO NOT OPEN BEFORE 27TH MAY 2025."</p> <p>17.8 If the envelopes and packages with the Proposal are not sealed and marked as required, the Procuring Agency will assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p> <p>17.9 The Proposal or its modifications must be sent to the address indicated in the Data Sheet and received by the Procuring Agency no later than the deadline indicated in the Data Sheet, or any extension to this deadline. Any Proposal or its modification received by the Procuring Agency after the deadline shall be declared late and rejected, and promptly returned unopened.</p> <p>17.10 A Consultant may withdraw its Proposal after it has been submitted, provided that written notice of the withdrawal of the Proposal, is received by the Procuring Agency prior to the deadline for submission of Proposal.</p> |
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| | <p>17.11 Revised Proposal may be submitted after the withdrawal of the original Proposal.</p> <p>17.12 First, envelopes marked “WITHDRAWAL” shall be opened and read out and the envelope with the corresponding bid shall not be opened, but returned to the Bidder. No bid withdrawal shall be permitted unless the corresponding Withdrawal Notice contains a valid authorization to request the withdrawal and is read out at bid opening.</p> |
| 18. Confidentiality | <p>18.1 From the time the Proposals are opened to the time the Evaluation Report is published, the Consultant should not contact the Procurement Evaluation Committee of the Procuring Agency on any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of Proposals shall not be disclosed to the Consultants who submitted the Proposals or to any other party not officially concerned with the process, until the publication of the Evaluation Report.</p> <p>18.2 Any attempt by Consultants or anyone on behalf of the Consultant to influence improperly the Procuring Agency in the evaluation of the Proposals may result in the rejection of its Proposal, and may be subject to the application of prevailing blacklisting procedures.</p> <p>18.3 Notwithstanding the above provisions, from the time of the Proposals’ opening to the time of publication of evaluation report, if a Consultant wishes to contact the Procurement Evaluation Committee or the Procuring Agency on any matter related to the selection process, it should do so only in writing.</p> |
| 19. Opening of Proposal (Technical Proposals) | <p>19.1 The Procuring Agency will open all Proposal, in public, in the presence of Consultant’ or their representatives who choose to attend, and other parties with a legitimate interest in the Proposal proceedings at the place, on the date and at the time, specified in the BIDS. The Consultant’ representatives present shall sign a register as proof of their attendance.</p> <p>19.2 First, envelopes marked “WITHDRAWAL” shall be opened and read out and the envelope with the corresponding Proposal shall not be opened, but returned to the Consultant. No Proposal withdrawal shall be permitted unless the corresponding Withdrawal Notice contains a valid authorization to request the withdrawal and is read out at bid opening.</p> <p>19.3 Second, outer envelopes marked “SUBSTITUTION” shall be opened. The inner envelopes containing the Substitution Proposal shall be exchanged for the corresponding Original Proposal being substituted, which is to be returned to the Consultant unopened. No</p> |

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| | <p>envelope shall be substituted unless the corresponding Substitution Notice contains a valid authorization to request the substitution and is read out and recorded at bid opening.</p> <p>19.4 Next, outer envelopes marked “MODIFICATION” shall be opened. No Technical Proposal and/or Financial Proposal shall be modified unless the corresponding Modification Notice contains a valid authorization to request the modification and is read out and recorded at the opening of the Proposal. Any Modification shall be read out along with the Original Proposal except in case of Single Stage Two Envelope Procedure where only the Technical Proposal, both Original as well as Modification, are to be opened, read out, and recorded at the opening. Financial Proposal, both Original and Modification, will remain unopened till the prescribed financial Proposal opening date.</p> <p>19.5 The Procuring Agency’s evaluation committee shall conduct the opening of the Technical Proposals in the presence of the Proposer Consultants’ authorized representatives who choose to attend (in person, or online if this option is offered in the Data Sheet). The opening date, time and the address are stated in the Data Sheet. The envelopes with the Financial Proposal shall remain sealed until they are opened in accordance with Clause 23 of the ITC.</p> <p>19.6 At the opening of the Technical Proposals the following shall be read out: (i) the name and the country of the Consultant or, in case of a Joint Venture (<i>JV not allowed</i>), the name of the Joint Venture (<i>JV not allowed</i>), the name of the lead member and the names and the countries of all members; (ii) the presence or absence of a duly sealed envelope with the Financial Proposal; (iii) any modifications to the Proposal submitted prior to proposal submission deadline; and (iv) any other information deemed appropriate or as indicated in the Data Sheet.</p> |
| 20. Proposals Evaluation | <p>20.1 Subject to provision of Clause 15.1 of the ITC, the evaluators of the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.</p> <p>20.2 The Consultant is not permitted to alter or modify its Proposal in any way after the proposal submission deadline. While evaluating the Proposals, the Procuring Agency will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> |
| 21. Evaluation of Technical Proposals | <p>21.1 The Procuring Agency’s evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and the RFP, applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet. Each responsive Proposal will be given a technical score. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP or if it</p> |

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| | fails to achieve the minimum technical score indicated in the Data Sheet . |
| 22. Financial Proposals for QBS | <p>22.1 Following the ranking of the Technical Proposals, when the selection is based on quality only (QBS), the top-ranked Consultant is invited to negotiate the Contract.</p> <p>22.2 Only the Financial Proposal of the technically top-ranked Consultant (as predefined in the Evaluation Criteria) is opened by the Procuring Agency's evaluation committee. All other Financial Proposals are returned unopened after the Contract negotiations are successfully concluded and the Contract is signed.</p> |
| 23. Public Opening of Financial Proposals (for QCBS, FBS, and LCS methods) | <p>23.1 After the technical evaluation is completed, the Procuring Agency shall issue the Technical Evaluation Report containing all the information regarding responsiveness or non-responsiveness of the consultant along with the technical scores. The Financial Proposals of non-responsive consultants will be returned unopened after completing the selection process and Contract signing. The Procuring shall notify in writing those Consultants that have achieved the minimum overall technical score and inform them of the date, time and location for the opening of the Financial Proposals. The opening date should allow the Consultants sufficient time to make arrangements for attending the opening. The Consultant's attendance at the opening of the Financial Proposals (in person, or online if such option is indicated in the Data Sheet) is optional and is at the Consultant's choice.</p> <p>23.2 The Financial Proposals shall be opened by the Procuring Agency's evaluation committee in the presence of the representatives of those Consultants whose proposals have passed the minimum technical score. At the opening, the names of the Consultants, and the overall technical scores, including the break-down by criterion, shall be read aloud. The Financial Proposals will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded. Copies of the record shall be sent to all Consultants who submitted Proposals.</p> |
| 24. Correction of Errors | <p>24.1 Activities and items described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, and no corrections are made to the Financial Proposal.</p> |
| a. Time-Based Contracts | <p>24.1.1 If a Time-Based contract form is included in the RFP, the Procuring Agency's evaluation committee will (a) correct any computational or arithmetical errors, and (b) adjust the prices if they fail to reflect all inputs included for the respective activities or items in the Technical Proposal. In case of discrepancy between (i) a partial amount (sub-total) and the total amount, or (ii) between the amount derived by multiplication of unit price</p> |

Section 2. Instructions to Consultants

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| | with quantity and the total price, or (iii) between words and figures, the former will prevail. In case of discrepancy between the Technical and Financial Proposals in indicating quantities of input, the Technical Proposal prevails and the Procuring Agency's evaluation committee shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity, and correct the total Proposal cost. |
| 25. Taxes | 25.1 The Procuring Agency's evaluation of the Consultant's Financial Proposal shall include taxes and duties in accordance with the instructions in the Data Sheet . |
| 26. Conversion to Single Currency | 26.1 For evaluation purposes, prices shall be converted to a single currency using the selling rates of exchange, source and date indicated in the Data Sheet . |
| 27. Combined Quality and Cost Evaluation | |
| a. Quality- and Cost-Based Selection (QCBS) | 27.1 In the case of QCBS, the total score is calculated by weighting the technical and financial scores and adding them as per the formula and instructions in the Data Sheet. The Consultant achieving the highest combined technical and financial score will be invited for negotiations. |
| b. Fixed-Budget Selection (FBS) | 27.2 In the case of FBS, those Proposals that exceed the budget indicated in Clause 14.1.4 of the Data Sheet shall be rejected. 27.3 The Procuring Agency will select the Consultant that submitted the highest-ranked Technical Proposal that does not exceed the budget indicated in the RFP, and invite such Consultant to negotiate the Contract. |
| Least-Cost Selection | 27.4 In the case of Least-Cost Selection (LCS), the Procuring Agency will select the Consultant with the lowest evaluated total price among those consultants that achieved the minimum technical score, and invite such Consultant to negotiate the Contract. |
| D. Negotiations and Award | |
| 28. Negotiations | 28.1 The negotiations will be held at the date and address indicated in the Data Sheet with the Consultant's representative(s) who must have written power of attorney to negotiate and sign a Contract on behalf of the Consultant. |

Section 2. Instructions to Consultants

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| | 28.2 The Procuring Agency shall prepare minutes of negotiations that are signed by the Procuring Agency and the Consultant's authorized representative. |
| a. Availability of Key Experts | <p>28.3 The invited Consultant shall confirm the availability of all Key Experts included in the Proposal as a pre-requisite to the negotiations, or, if applicable, a replacement in accordance with Clause 12 of the ITC. Failure to confirm the Key Experts' availability may result in the rejection of the Consultant's Proposal and the Procuring Agency proceeding to negotiate the Contract with the next-ranked Consultant.</p> <p>28.4 Notwithstanding the above, the substitution of Key Experts at the negotiations may be considered if due solely to circumstances outside the reasonable control of and not foreseeable by the Consultant, including but not limited to death or medical incapacity. In such case, the Consultant shall offer a substitute Key Expert within the period of time specified in the letter of invitation to negotiate the Contract, who shall have equivalent or better qualifications and experience than the original candidate.</p> |
| b. technical negotiations | 28.5 The negotiations include discussions of the Terms of Reference (TORs), the proposed methodology, the Procuring Agency's inputs, the special conditions of the Contract, and finalizing the "Description of Services" part of the Contract. These discussions shall not alter the original scope of services under the TORs or the terms of the contract, lest the quality of the final product, its price, or the relevance of the initial evaluation be affected. |
| c. Financial Negotiations | 28.6 There shall be no financial negotiations, however, it may include only the clarification of the Consultant's tax liability and how it should be reflected in the Contract. |
| 29. Conclusion of Negotiations | <p>29.1 The negotiations are concluded with a review of the finalized draft Contract, which then shall be initialed by the Procuring Agency and the Consultant's authorized representative.</p> <p>29.2 If the negotiations fail, the Procuring Agency shall inform the Consultant in writing of all pending issues and disagreements and provide a final opportunity to the Consultant to respond. If disagreement persists, the Procuring Agency shall terminate the negotiations informing the Consultant of the reasons for doing so; and the Procuring Agency will invite the next-ranked Consultant to negotiate a Contract. Once the Procuring Agency commences negotiations with the next-ranked Consultant, the Procuring Agency shall not reopen the earlier negotiations.</p> |

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| 30. Award of Contract | <p>30. Subject to ITC 29, the Procuring Agency will award the Contract to the Consultant whose Proposal has been determined to be substantially responsive to the RFP Documents and who has been declared as Most Advantageous Consultant, provided that such Consultant has been determined to be:</p> <ul style="list-style-type: none"> a) eligible in accordance with the provisions of ITC 6; b) is determined to be qualified to perform the Contract satisfactorily; and c) Successful negotiations have been concluded, if any. |
| 31. Grievance Redressal Mechanism | <p>31.1 Procuring agency shall constitute a Grievance Redressal Committee (GRC) comprising of odd number of person with proper power and authorization to address the complaint. The GRC shall not have any of the members of Procurement Evaluation Committee. The committee must have one subject specialist depending the nature of the procurement.</p> <p>31.2 Any party can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the prequalification or bidding documents found contrary to provision of Procurement Regulatory Framework, and the same shall be addressed by the GRC well before the bid submission deadline.</p> <p>31.3 Any Bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint concerning his grievances not later than seven of the announcement of technical evaluation report and five days after issuance of final evaluation report.</p> <p>31.4 In case, the complaint is filed against the technical evaluation report, the GRC shall suspend the procurement proceedings.</p> <p>31.5 In case, the complaint is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on technical evaluation of the report:</p> <p>Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage one envelopes bidding procedure is adopted.</p> <p>31.6 The GRC, in both the cases shall investigate and decide upon the complaint within ten days of its receipt.</p> <p>31.7 Any bidder or the procuring agency not satisfied with the decision of the GRC may file Appeal before the Appellate Committee of the Authority on prescribed format after</p> |

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| | <p>depositing the fee as prescribed in “Redressal of Grievance Regulations, 2021”.</p> <p>31.8 The Committee, upon receipt of the Appeal against the decision of the GRC complete in all respect shall serve notices in writing upon all the parties to Appeal.</p> <p>31.9 The committee shall call the record from the concerned procuring agency or the GRC as the case may be, and the same shall be provided within prescribed time.</p> <p>31.10 The committee may after examination of the relevant record and hearing all the concerned parties, shall decide the complaint within fifteen (15) days of receipt of the Appeal.</p> <p>31.11 The decision of the Committee shall be in writing and shall be signed by the Head and each Member of the Committee. The decision of the committee shall be final.</p> |
| 32. Mechanism of Blacklisting | <p>32.1 The Procuring Agency shall bar for not more than the time prescribed in Rule-19 of the Public Procurement Rules, 2004, from participating in their respective procurement proceedings, bidder or contractor who either:</p> <ul style="list-style-type: none"> i. Involved in corrupt and fraudulent practices as defined in Rule-2 of Public Procurement Rules; ii. Fails to perform his contractual obligations; and Fails to iii. abide by the id securing declaration; <p>32.2 The show cause notice shall contain: (a) precise allegation, against the bidder or contractor; (b) the maximum period for which the Procuring Agency proposes to debar the bidder or contractor from participating in any public procurement of the Procuring Agency; and (c) the statement, if needed, about the intention of the Procuring Agency to make a request to the Authority for debarring the bidder or contractor from participating in public procurements of all the procuring agencies.</p> <p>32.3 The procuring agency shall give minimum of seven days to the bidder or contractor for submission of written reply of the show cause notice</p> <p>32.4 In case, the bidder or contractor fails to submit written reply within the requisite time, the Procuring Agency may issue notice for personal hearing to the bidder or contractor/ authorize representative of the bidder or contractor and the procuring agency shall decide the matter on the basis of available record and personal hearing, if availed.</p> |

Section 2. Instructions to Consultants

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| | <p>32.5 In case the bidder or contractor submits written reply of the show cause notice, the Procuring Agency may decide to file the matter or direct issuance of a notice to the bidder or contractor for personal hearing.</p> <p>32.6 The Procuring Agency shall give minimum of seven days to the bidder or contractor for appearance before the specified officer of the Procuring Agency for personal hearing. The specified officer shall decide the matter on the basis of the available record and personal hearing of the bidder or contractor, if availed.</p> <p>32.7 The procuring Agency shall decide the matter within fifteen days from the date of personal hearing unless the personal hearing is adjourned to a next date and in such an eventuality, the period of personal hearing shall be reckoned from the last date of personal hearing.</p> <p>32.8 The Procuring Agency shall communicate to the bidder or contractor the order of debarring the bidder or contractor from participating in any public procurement with a statement that the bidder or contractor may, within thirty days, prefer a representation against the order before the Authority.</p> <p>32.9 Such blacklisting or barring action shall be communicated by the procuring agency to the Authority and respective bidder or bidders in the form of decision containing the grounds for such action. The same shall be publicized by the Authority after examining the record whether the procedure defined in blacklisting and debarment mechanism has been adhered to by the procuring agency.</p> <p>32.10 The bidder may file the review petition before the Review Petition Committee Authority within thirty days of communication of such blacklisting or barring action after depositing the prescribed fee and in accordance with "Procedure of filing and disposal of review petition under Rule-19(3) Regulations, 2021". The Committee shall evaluate the case and decide within ninety days of filing of review petition.</p> <p>32.11 The committee shall serve a notice in writing upon all respondent of the review petition. The notices shall be accompanied by the copies of review petition and all attached documents of the review petition including the decision of the procuring agency. The parties may file written statements along with essential documents in support of their contentions. The Committee may pass such order on the representation may deem fit.</p> |
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Section 2. Instructions to Consultants

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| | <p>32.12 The Authority on the basis of decision made by the committee either may debar a bidder or contractor from participating in any public procurement process of all or some of the procuring agencies for such period as the deemed appropriate or acquit the bidder from the allegations. The decision of the Authority shall be final.</p> |
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Section III. Proposal Data Sheet

| A. General | |
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| ITC Clause Reference | |
| 2.1 | <p>Name of the Procuring Agency: REDD+ Office (Forests, Parks & Wildlife Department) Gilgit-Baltistan</p> <hr/> <p>Method of selection: Quality and Cost-based Selection (QCBS) method as per <u>Gilgit-Baltistan Public Procurement Rules, 2022.</u></p> |
| 2.2 | <p>Financial Proposal is to be submitted in separate envelope as per the as per the Single Stage Two Envelop Bidding Procedure</p> <p>The name of the assignment is: “Preparation of Operational Plans Based on Management Plans for Nine (09) Districts of Gilgit-Baltistan”</p> |
| B. Preparation of Proposals | |
| 9.1 | <p>The language of the Bid is “<i>English</i>”</p> <p>All correspondence shall be in <i>English</i></p> <p><i>All the entries shall be made in PKR.</i></p> |
| 10.1 | <p><u>For TECHNICAL PROPOSAL:</u></p> <p>1st Inner Envelope with the Technical Proposal:</p> <ol style="list-style-type: none"> 1. Power of Attorney to sign the Proposal 2. TECH-1 Technical Proposal Submission Form. 3. TECH-3 Description of the Approach, Methodology, and Work Plan for Performing the Assignment, 4. TECH-4 Work Schedule and Planning for Deliverables. 5. TECH-5 Team Composition, Key Experts Inputs, and attached Curriculum Vitae (CV) <p>Financial Proposal:</p> <ol style="list-style-type: none"> (1) FIN-1 (2) FIN-2 (3) FIN-3 (4) FIN-4 (5) Statement of Undertaking (if required under Data Sheet 10.2 below) |

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| 10.2 | Statement of Undertaking is required Yes |
| 12.1 | Proposals shall be valid until 90 days |
| 13.1 | <p>Clarifications may be requested no later than 10 days prior to the submission deadline.</p> <p>The contact information for requesting clarifications is: The Coordinator REDD+ GB</p> <p>Gilgit-Baltistan Forests, Parks & Wildlife Department</p> <p>Riverview Road Chinar Bagh near CM House, Gilgit</p> <p>E-mail: mujeebsardar@gmail.com</p> <p>Cell No: +92-3555555573</p> |
| 14.1.3 | <i>Not applicable</i> |
| 14.1.4 and 27.2 | <p>The total available budget for this Fixed-Budget assignment is: 3.00 million PKR (Inclusive of taxes). Proposals exceeding the total available budget will be rejected.</p> <p>Bid security is 3% in the shape of CDR/Call deposit & must be from the participating firm in favor of Chief Conservator Forests.</p> <p>Copy of Bid security must be attached with technical documents concealing amount of bid security.</p> |
| 15.2 | <p>The format of the Technical Proposal to be submitted is: Simple Technical Proposal (STP)</p> <p>Submission of the Technical Proposal in a wrong format may lead to the Proposal being deemed non-responsive to the RFP requirements.</p> |
| 16.1 | <p>(1) <i>a per diem allowance, including hotel, for experts for every day of absence from the home office for the purposes of the Services;</i></p> <p>(2) <i>cost of travel by the most appropriate means of transport and the most direct practicable route;</i></p> <p>(3) <i>cost of office accommodation, including overheads and back-stop support;</i></p> <p>(4) <i>communications costs;</i></p> |

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| | <p>(5) <i>cost of purchase or rent or freight of any equipment required to be provided by the Consultants;</i></p> <p>(6) <i>cost of reports production (including printing) and delivering to the Procuring Agency;</i></p> |
| 16.2 | A price adjustment provision applies to remuneration rates: No |
| 16.4 | <p>The Financial Proposal shall be stated in the following currencies:</p> <p>Consultant may express the price for their Services in Pak Rupees (PKR).</p> <p>.....</p> |
| C. Submission, Opening and Evaluation | |
| 17.1 | The Consultants “shall not” have the option of submitting their Proposals electronically. |
| 17.4 | <p>The Consultant must submit:</p> <p>(a) Technical Proposal: one (1) original three (3) copies</p> <p>(b) Financial Proposal: one (1) original</p> |
| 17.7 and 17.9 | <p>The Proposals must be submitted no later than:</p> <p>Date: MAY 27, 2025</p> <p>Time:, 11:00 am local time</p> <hr/> <p>The Proposal submission address is:</p> <p>The Chief Conservator Forests Office Riverview Road Chinar Bagh near CM House, Gilgit</p> |
| 19.4 | An online option of the opening of the Technical Proposals is offered: No |
| 21.1 | <p>Sample Criteria, sub-criteria, and point system for the evaluation of the Technical Proposals are:</p> <p><i>In case of such shortlisting or prequalification that contains the aspect of capacity and capability of the consultants, the Technical Proposal will contain the marking of only the Quality of Proposal (including Methodology, work plan, management approach, allocation of resources etc.).</i></p> |

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| | <p style="text-align: center;"><u>Points</u></p> <p>Technical & Financial Evaluation Criteria are given in ITC 12.1.1 below.</p> |
| 23.1 | An online option of the opening of the Financial Proposals is offered: No |
| 25.1 | For the purpose of the evaluation, the Procuring Agency will exclude: (a) all local identifiable indirect taxes such as sales tax, excise tax, VAT, or similar taxes levied on the contract's invoices; and (b) all additional local indirect tax on the remuneration of services rendered by non-resident experts in the Procuring Agency's country. If a Contract is awarded, at Contract negotiations, all such taxes will be discussed, finalized (using the itemized list as a guidance but not limiting to it) and added to the Contract amount as a separate line, also indicating which taxes shall be paid by the Consultant and which taxes are withheld and paid by the Procuring Agency on behalf of the Consultant. |
| 26.1 | The single currency for the conversion of all prices expressed in various currencies into a single one is: <u>PKR</u> |
| 27.1 (QCBS only) | <p>The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.</p> <p>The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:</p> <p>$Sf = 100 \times Fm / F$, in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the proposal under consideration.</p> <p><i>[or replace with another inversely proportional formula]</i></p> <p>The weights given to the Technical (T) and Financial (P) Proposals are: T = 50 P = 50 Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following: $S = St \times T\% + Sf \times P\%$.</p> |
| 30.2 | <p>Expected date for the commencement of the Services: Date: 05th June 2025 at: Gilgit-Baltistan</p> |

Section II – Instructions to Consultants (Bid Data Sheet)

| Mandatory Eligibility Parameters | | | | |
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| 1. | Registration of Firm/ Consultant from SECP or Form-C (<i>Any other registration shall not be accepted</i>) | | | |
| 2. | Shall have not been Blacklisted by any Govt/ semi-govt/autonomous body | | | |
| Technical Evaluation Criteria (ITC 12.1.1) | | | | |
| Sr. | Sub-Criteria and Points | | Max Points | |
| 1. | Firm's experience (Max. Points = 50) Note: <i>i. Points will be assigned only once for the same project or same milestone completed by more than one member firms. Furthermore, if a milestone completed or achieved through a member firm (for instance: legal or financial firm), the points will be assigned to that member firm only, subject to that firm's participation as a member under instant procurement;</i> <i>ii. Project(s) containing various milestones of a similar or varied nature will be considered separately for awarding the points;</i> | 1.1 General & Relevant Experience (Maximum Points = 100) | | |
| | | 1.1.1 Bidder's experience of relevant (NRM Sector) consultancy services experience More than 10 years 05 points 7-10 years 03 points 4-06 years 02 points Less than 04 years 01 point | | 05 |
| | | 1.1.2 Bidder's previous experience in the preparation of Operational Plan/Management Plan/ Working Plan of Forests/ Wildlife/ NTFPs/ Watershed/ Rangelands with each project's minimum cost of PKR 1.00 million 05 points for each project with a max of 15 points for 03 or more projects | | 15 |
| | | 1.1.3 Bidder's experience in usage of GIS/ RS and Forest Inventory in preparation of documents mentioned at 1.1.2 above. 02 points for each project with a max of 06 marks for 03 or more projects | | 06 |
| | | 1.1.4 Bidder experience of 1.1.2 in Alpine/ Dry Temperate Forests 02 points for each project max of 04 marks for 02 or more projects | | 04 |
| | | 1.1.5 Bidder experience in Community consultation / FPIC in previous assignments 02 points for each project max of 06 marks for 03 or more projects | 06 | |

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| iii. Scores will be awarded to a Bidder based on milestones achieved for a project iv. For completion of the projects/ assignments other than the PKR, historical exchange rate prevailing on completion of respective milestone will be used to convert foreign currency to PKR, as notified by the State Bank of Pakistan; v. Bidders shall attach supporting | 1.1.6 Bidder experience in Forming/ Working with VDCs/ JFMS committees 02 points for each project max of 04 marks for 02 or more projects | 04 |
| | 1.1.7 Bidder's experience in legal and policy frameworks like Forest's Act, Rules, NDCs, MEAs Reports etc. 02 points for each project max of 06 marks for 03 or more projects | 06 |
| | 1.1.8 Bidder's experience in developing financial model, risk matrix and project structuring for development projects 04 points Detailed field plan with timeline equipment and man power 04 points Detailed of field mobilization capacity (vehicles, survey tools etc) 02 points | 10 |
| Total Points (General and Relevant Experience) | | 56 |

Section II – Instructions to Consultants (Bid Data Sheet)

| | | | |
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| 2. Key Professional Staff (Max Points = 30) Note: The proposed staff (Financial, Technical, and Legal) must qualify (eligibility) the following requirements for attaining the points as mentioned under this section (refer to the table showing weightage points allocated to the each staff based on qualification and relevant experience): | 2.1 Financial Team: | | 03 |
| | i. | Financial Team Leader | 3.0 points |
| | 2.2 Technical Team: | | 17 |
| | i. | NRM/ Environmental team member | 2.0 points |
| | ii. | GIS team member | 2.0 points |
| | iii. | Forest team member | 5.0 points |
| | iv. | Wildlife team member | 2.0 points |
| | V. | Social Scientist/mobilizer/ community developer | 4.0 points |
| | vi. | Legal team member | 2.0 points |

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| i. S/he must not be more than 65 years of age, as on the date of bids submission deadline; and | | |
| ii. S/he must have valid registration with the professional bodies and/ or as | | |
| Total Points (Key Professional Staff) | | 20 |

Section II – Instructions to Consultants (Bid Data Sheet)

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| 3. Financial Capability (Max. Marks = 09) <i>Note: Bidder to submit audited financial statements of last three years. However, In case of a Consortium, financial capability of the Consortium members collectively will be considered.</i> | 3.1 Annual turn-over of last three (3) years Up to 20.00 million in last three (3) years = 03 points 20.01 million to 25.00 million in last three (3) years = 06 points Above 25.00 million in last three (3) years = 09 points | 09 |
| 4. Understanding of the Assignment and Proposed Methodology (Max. Marks = 15) | 4.1 Understanding of the Assignment (to be presented on power point presentation) Understanding of REDD+, NDCs, Forestry Frameworks, Carbon Sequestration, Work Plan, Innovation, Integration of Digital tools, Environmental and social safeguard integration, Forest Inventory, Sampling design experience, application of volume tables, Forest yield calculation, Forest treatment schedules (thinning, pruning, felling etc) | 15 |
| Total Points (Financial Capability plus Understanding of the Assignment and Proposed Methodology) | | 24 |
| Grand Total Points (Technical Evaluation Criteria) | | 100 |
| Qualifying Points | | 60 |

The Bidder must attain at least 60 points to qualify for the opening of its Financial Proposal.

Section III. Technical Proposal – Standard Forms
CHECKLIST OF REQUIRED FORMS

| FORM | DESCRIPTION | <i>Page Limit</i> |
|----------------------|--|-----------------------|
| | | |
| TECH-1 | Technical Proposal Submission Form. | |
| TECH-1 Attachment | | |
| Power of Attorney | No pre-set format/form. | |
| TECH-4 | Description of the Approach, Methodology, and Work Plan for Performing the Assignment | |
| TECH-5 | Work Schedule and Planning for Deliverables | |
| TECH-6 | Team Composition, Key Experts Inputs, and attached Curriculum Vitae (CV) | |

All pages of the original Technical and Financial Proposal shall be initialed by the same authorized representative of the Consultant who signs the Proposal.

Form TECH-1

Technical Proposal Submission Form

{Location, Date}

To:

Chief Conservator Forests
Forests, Parks & Wildlife Department
Riverview Road Chinar Bagh near CM House, Gilgit

Dear Sirs:

We, the undersigned, offer to provide the consulting services for “Preparation of Operational Plans Based on Management Plans for Nine (09) Districts of Gilgit-Baltistan” in accordance with your Request for Proposals dated *[Insert Date]* and our Proposal. *[Select appropriate wording depending on the selection method stated in the RFP: “We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in a separate envelope” or, if only a Technical Proposal is invited “We hereby are submitting our Proposal, which includes this Technical Proposal only in a sealed envelope.”].*

We hereby declare that:

- (a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Procuring Agency.
- (b) Our Proposal shall be valid and remain binding upon us until *[insert day, month and year in accordance with ITC 12.1]*.
- (c) We have no conflict of interest in accordance with ITC 3.
- (d) *[Note to Procuring Agency: Only if required in ITC10.2 (Data Sheet 10.2), include the following: In competing for (and, if the award is made to us, in executing) the Contract, we undertake to observe the laws against fraud and corruption, including bribery, in force in the country of the Procuring Agency.]*
- (e) Except as stated in the Data Sheet, Clause 12.7, we undertake to negotiate a Contract on the basis of the proposed Key Experts. We accept that the substitution of Key Experts for reasons other than those stated in ITC Clause 12 and ITC Clause 28.4 may lead to the termination of Contract negotiations.

(f) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the date indicated in Clause 30.2 of the Data Sheet.

We understand that the Procuring Agency is not bound to accept any Proposal that the Procuring Agency receives.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}: _____

Name and Title of Signatory: _____

Name of Consultant (company's name or JV's name): _____

In the capacity of: _____

Address: _____

Contact information (phone and e-mail): _____

{For a joint venture (*JV not allowed*), either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached}

Form TECH-4

DESCRIPTION OF APPROACH, METHODOLOGY, AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

Form TECH-4: a description of the approach, methodology, and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing for training, if the Terms of Reference specify training as a specific component of the assignment.

{Suggested structure of your Technical Proposal}

- a) **Technical Approach, Methodology, and Organization of the Consultant's team.** {Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TOR), the technical approach, and the methodology you would adopt for implementing the tasks **[Note to Procuring Agency: add the following for supervision of infrastructure contracts (such as Plant or Works) and for other consulting services where the social risks are substantial or high:** “(including on the [environmental and] social aspects)” to deliver the expected output(s); the degree of detail of such output; and describe the structure and composition of your team. Please do not repeat/copy the TORs in here.}
- b) **Work Plan and Staffing.** {Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Procuring Agency), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan and work schedule showing the assigned tasks for each expert. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form.}
- c) **Comments (on the TOR and on counterpart staff and facilities)**
{Your suggestions should be concise and to the point, and incorporated in your Proposal. Please also include comments, if any, on counterpart staff and facilities to be provided by the Procuring Agency. For example, administrative support, office space, local transportation, equipment, data, background reports, etc.}

Form TECH-5
WORK SCHEDULE AND PLANNING FOR DELIVERABLES

| N° | Deliverables ¹ (D-..) | Months | | | | | | | | | | | |
|------------|---|--------|---|---|---|---|---|---|---|---|-------|---|-------|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | n | TOTAL |
| D-1 | {e.g., Deliverable #1: Report A | | | | | | | | | | | | |
| | 1) data collection | | | | | | | | | | | | |
| | 2) drafting | | | | | | | | | | | | |
| | 3) inception report | | | | | | | | | | | | |
| | 4) incorporating comments | | | | | | | | | | | | |
| | 5) | | | | | | | | | | | | |
| | 6) delivery of final report to Procuring Agency} | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| D-2 | {e.g., Deliverable #2:.....} | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| n | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |

- 1 List the deliverables with the breakdown for activities required to produce them and other benchmarks such as the Procuring Agency's approvals. For phased assignments, indicate the activities, delivery of reports, and benchmarks separately for each phase.
- 2 Duration of activities shall be indicated in a form of a bar chart.
3. Include a legend, if necessary, to help read the chart.



Form TECH-6

TEAM COMPOSITION, ASSIGNMENT, AND KEY EXPERTS' INPUTS

[illegible]

| | | | | |
|--|-----------------|--|--|--|
| | Subtotal | | | |
| | Total | | | |

- 1 For Key Experts, the input should be indicated individually for the same positions as required under the Data Sheet ITC21.1.
- 2 Months are counted from the start of the assignment/mobilization. One (1) month equals twenty two (22) working (billable) days. One working (billable) day shall be not less than eight (8) working (billable) hours.
- 3 “Home” means work in the office in the expert’s country of residence. “Field” work means work carried out in the Procuring Agency’s country or any other country outside the expert’s country of residence.

 Full time input
 Part time input

**FORM TECH-6
(CONTINUED)**

CURRICULUM VITAE (CV)

| | |
|---|--------------------------|
| Position Title and No. | {e.g., K-1, TEAM LEADER} |
| Name of Expert: | {Insert full name} |
| Date of Birth: | {day/month/year} |
| Country of Citizenship/Residence | |

Education: {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

Employment record relevant to the assignment: {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous Procuring Agency's and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

| Period | Employing organization and your title/position. Contact info for references | Country | Summary of activities performed relevant to the Assignment |
|---------------------------------|--|----------------|---|
| [e.g., May 2025- present] | [e.g., Ministry of, advisor/consultant to... For references: Tel...../e-mail.....; Mr. Hbbbbbb, deputy minister] | | |
| | | | |
| | | | |

Membership in Professional Associations and Publications:

Language Skills (indicate only languages in which you can work):

Adequacy for the Assignment:

| Detailed Tasks Assigned on Consultant's Team of Experts: | Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks |
|---|--|
| {List all deliverables/tasks as in TECH- 5 in which the Expert will be involved} | |
| | |
| | |

Expert's contact information: (e-mail, phone.....)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available, as and when necessary, to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Procuring Agency.

{day/month/year}

Name of Expert
Date

Signature

{day/month/year}

Name of authorized
Date

Signature

Representative of the Consultant
(the same who signs the Proposal)

Section IV. Financial Proposal - Standard Forms

{*Notes to Consultant* shown in brackets { } provide guidance to the Consultant to prepare the Financial Proposals; they should not appear on the Financial Proposals to be submitted.}

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided in Section 2.

- FIN-1 Financial Proposal Submission Form
- FIN-2 Summary of Costs
- FIN-3 Breakdown of Remuneration, including Appendix A “Financial Negotiations - Breakdown of Remuneration Rates” in the case of QBS method
- FIN-4 Reimbursable expenses

FORM FIN-1
Financial Proposal Submission Form

{Location, Date}

To:

Chief Conservator Forests
 Forests, Parks & Wildlife Department
 Riverview Road Chinar Bagh near CM House, Gilgit

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal.

Our attached Financial Proposal is for the amount of {Indicate the corresponding to the amount(s) currency (ies)} {Insert amount(s) in words and figures}, *[Insert “including” of all indirect local taxes in accordance with Clause 25.1 in the Data Sheet.* The estimated amount of local indirect taxes is {Insert currency} {Insert amount in words and figures} which shall be confirmed or adjusted, if needed, during negotiations. {Please note that all amounts shall be the same as in Form FIN-2}.

Our Financial Proposal shall be valid and remain binding upon us, subject to the modifications resulting from Contract negotiations until *[insert day, month and year in accordance with ITC 12.1]*.

Commissions and gratuities paid or to be paid by us to an agent or any third party relating to preparation or submission of this Proposal and Contract execution, paid if we are awarded the Contract, are listed below:

| Name and Address of Agents | Amount and Currency | Purpose of Commission or Gratuity |
|-------------------------------|------------------------|--------------------------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

{If no payments are made or promised, add the following statement: “No commissions or gratuities have been or are to be paid by us to agents or any third party relating to this Proposal and Contract execution.”}

_____ We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}: _____
Name and Title of Signatory: _____
In the capacity of: _____
Address: _____
E-mail: _____

{For a joint venture (*JV not allowed*), either all members shall sign or only the lead member/consultant, in which case the power of attorney to sign on behalf of all members shall be attached}

Form FIN-2 Summary of Costs

| Item | Cost | | | |
|--|--|--|---|---|
| | {Consultant must state the proposed Costs in accordance with Clause 16.4 of the Data Sheet; delete columns which are not used} all | | | |
| | | | {Insert Prices in PKR, as required in 16.4 Data Sheet} Currencies may mentioned in | {Insert Prices in PKR, as required in 16.4 Data Sheet} Currencies may mentioned in |
| Cost of the Financial Proposal | | | | |
| Including: | | | | |
| (1) Remuneration | | | | |
| (2) Reimbursable | | | | |
| <u>Total Cost of the Financial Proposal:</u> {Should match the amount in Form FIN-1} | | | | |

Footnote: Payments will be made in the PKR currency expressed above (Reference to ITC 16.4).

FORM FIN-3 BREAKDOWN of Remuneration

| A. Remuneration | | | | | | | |
|------------------------|------------------------|-------------------------------|---|--|---|--|--|
| No . | Name | Position (as in TECH-6) | Person- month Remunera tion Rate | Time Input in Person/M onth (from TECH-6) | {Insert Prices in PKR, as required in 16.4 Data Sheet} Currencies may mentioned in numeric format | {Insert Prices in PKR, as required in 16.4 Data Sheet} Currencies may mentioned in words | |
| — | Key Experts | | | | | | |
| K-1 | | | [Home] | | | | |
| | | | [Field] | | | | |
| K-2 | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| — | Non-Key Experts | | | | | | |
| N-1 | | | [Home] | | | | |
| N-2 | | | [Field] | | | | |

| | | | | | | | | |
|--|-------------|--|--|--|--|--|--|--|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | Total Costs | | | | | | | |

Sample Form

Consultant:
Assignment:

Country:
Date:

Consultant's Representations Regarding Costs and Charges

We hereby confirm that:

- (a) the basic fees indicated in the attached table are taken from the firm's payroll records and reflect the current rates of the Experts listed which have not been raised other than within the normal annual pay increase policy as applied to all the Consultant's Experts;
- (b) attached are true copies of the latest pay slips of the Experts listed;
- (c) the away- from- home office allowances indicated below are those that the Consultant has agreed to pay for this assignment to the Experts listed;
- (d) the factors listed in the attached table for social charges and overhead are based on the firm's average cost experiences for the latest three years as represented by the firm's financial statements; and
- (e) said factors for overhead and social charges do not include any bonuses or other means of profit-sharing.

[Name of Consultant]

Signature of Authorized Representative
Name: _____

Date

Title: _____

**Consultant's Representations Regarding Costs and Charges
(Model Form I)**

(Expressed in {PKR})

| Personnel | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|-------------------------------|----------|--|--------------------------------|-----------------------|----------|---------------------|---|---|--|
| Name | Position | Basic Remuneration Rate per Working Month/Day/ Year | Social Charges ¹ | Overhead ¹ | Subtotal | Profit ² | Away from Home Office Allowance | Proposed Fixed Rate per Working Month/Day/ Hour | Proposed Fixed Rate per Working Month/Day/ Hour ¹ |
| Home Office | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| Procuring Agency's Country | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

{* If more than one currency is used, use additional table(s), one for each currency}

1. Expressed as percentage of 1
2. Expressed as percentage of 4

FORM FIN-4 BREAKDOWN of Reimbursable Expenses

| B. Reimbursable Expenses | | | | | | | | |
|---------------------------------|--|--------------|----------------------|----------------------|---|--|---|--|
| N o | Type of Reimbursable Expenses | Unit | Unit Cost | Quant ity | {Currency # 1- as in FIN- 2} | {Currency # 2- as in FIN-2} | {Currency# 3- as in FIN-2} | {Local Currency- as in FIN-2} |
| | {e.g., Per diem | {Day} | | | | | | |
| — | {e.g., International flights} | {Ticke t} | | | | | | |
| — | {e.g., In/out airport transportation} | {Trip} | | | | | | |
| | {e.g., Communication costs between Insert place and Insert place} | | | | | | | |
| | { e.g., reproduction of | | | | | | | |
| | {e.g., Office rent} | | | | | | | |
| | | | | | | | | |
| | {Training of the Procuring Agency's personnel – if required in TOR} | | | | | | | |
| Total Costs | | | | | | | | |

Legend:

“Per diem allowance” is paid for each night the expert is required by the Contract to be away from his/her usual place of residence. Procuring Agency can set up a ceiling.

Section V. Eligible Countries

All the consultants are allowed to participate in the subject procurement without regard to sub-nationality of Pakistan.

Section VI. Terms of Reference

1. Background

Gilgit-Baltistan is home to vast forests, mountains and valleys that provide critical ecosystem services and natural beauty. These forests are governed under the Gilgit-Baltistan Forest Act 2019, which introduced fundamental changes in forest management and conservation to align with modern practices. The Forest Department now seeks to operationalize these changes at the district level through comprehensive Forest Operational Plans for GB's nine districts (*except Diamer District*) require a tailored operational plan serving as a 5-year Operational Plans for sustainable forestry operations. These plans will build on existing forest management or working plans and ensure continuity with past efforts while filling gaps in light of the new Act.

GB's natural beauty has driven a surge in tourism – over *1.39 million domestic tourists visited in 2019 alone*, alongside growing numbers of foreign visitors. While tourism brings economic benefits, it also strains the environment. Increased litter, waste, pollution, and even deforestation have been recorded around popular sites. Unless managed properly, these pressures threaten GB's ecologically sensitive areas and forest ecosystems. For example, a recent study of Astore Valley highlighted that *only sustainable tourism practices, proper waste management, and conservation awareness can save its fragile ecosystem from degradation*. The operational plans must therefore incorporate strategies to protect environmentally sensitive zones and tourism hotspots, ensuring development and recreation are balanced with conservation. Each plan will serve as a district-level blueprint for strengthening forest protection, restoring degraded lands, engaging communities, and improving resource governance in line with both local needs and international best practices.

2. Objective

The primary objective of this consultancy is to **develop Operational Plans for nine districts of GB (Gilgit, Ghizer, Hunza, Nagar, Skardu, Ghanche, Kharmang, Shigar & Astore)** for Gilgit-Baltistan's Forest Department, each serving as a strategic and operational guide for sustainable forest management over the next 5 years. These plans must provide management prescription of each sector of forests and should:

-
- Translate the GB Forest Act 2019 and associated rules into actionable district-level strategies and measures.
 - Align with existing forest management plans (working plans) while introducing necessary updates, innovations, and **comprehensive coverage of core forest operations**.
 - Integrate GB's commitments under relevant **MEAs** (e.g. biodiversity, climate change, and land degradation conventions) into local actions and targets.
 - Provide clear direction on protecting **ecologically sensitive areas** and managing **tourism hotspots** sustainably within each district.
 - Serve as practical roadmaps with prioritized actions, timelines, and responsibilities to strengthen all facets of forest governance and on-ground operations.

3. Scope of Work

The consultant (individual expert or firm) will perform a **thorough and collaborative process** to produce the operational plans. The scope of work includes, but is not limited to, the following tasks:

- Desk Review of Literature and Plans:** Gather and review all relevant background documents, including the Gilgit-Baltistan Forest Act 2019 and draft GB Forest Rules, current forest management or working plans for each district (if existing), forestry policies, and any previous studies or reports. The consultant will also review Pakistan's commitments under international environmental agreements and how these translate to provincial/district obligations. This review will ensure the new plans are grounded in the legal, policy, and technical context. *(According to the GB Forest Rules draft, a Forest Management/Working Plan is a written scheme of management for a specified area and period (often 10 years) covering silviculture, harvesting, replanting, protection, biodiversity, controlled grazing, and community involvement. The operational plans should maintain this comprehensive approach while focusing on actionable operations.)*

-
- ii. **Identification, Mapping and Consultation of Stakeholders:** Design and conduct consultations in each of the nine districts. Key stakeholders include Forest Department field officers (DFOs, RFOs, etc.), local community representatives (e.g. Village committees or Joint Forest Management committees), relevant NGOs or community-based organizations, and local government officials. The purpose is to collect on-ground information about forest resources, challenges, community needs, and ongoing initiatives. Special attention should be given to stakeholders around protected areas, ecologically sensitive zones, and tourist frequented sites, to gather insights on issues like human-wildlife conflict, tourism impacts, and community dependence on forests (fuelwood, NTFPs, grazing). Women and marginalized groups dependent on forest resources should also be consulted to ensure the plans are inclusive.
- iii. **Situation Analysis (Baseline Assessment):** For each district, perform an assessment of the current status of forest management and operations. This includes: an overview of forest area and types, staffing and infrastructure (e.g. number of forest check posts and their condition, nurseries, patrol units), status of forest cover (including any ongoing deforestation or degradation hotspots), volume and methods of NTFP extraction (medicinal plants, mushrooms, etc.), community forestry activities (e.g. social forestry plantations, community woodlots), and existing enforcement mechanisms (frequency of patrols, incidence of illegal activities, functioning of forest magistracy system, etc.). Identify gaps such as insufficient check posts or patrol staff, lack of updated inventory data, weak enforcement, or areas of high pressure (illegal logging, overharvesting, unmanaged tourism). This analysis will form the basis for proposing targeted interventions.
- iv. **Identification of Ecologically Sensitive Areas & Tourism Hotspots:** Within each district, map out areas that are ecologically fragile or biodiversity-rich (e.g. watershed forests, habitats of rare species, protected forests, national parks) and those that experience high tourism. Document the specific issues in these areas – for instance, Astore Valley, Naltar, Basho, Kutwal, Gappa Valley, Gasho etc are examples where

tourism and climate impacts converge. For each such area, recommend measures such as stricter protection zones, visitor management plans, reforestation of degraded spots, or community awareness programs. Ensure the operational plan embeds strategies for sustainable tourism – e.g. establishing waste management at tourist sites, regulating vehicle entry (aligned with any GB policies on tourism management), and educating visitors – recognizing that only eco-friendly tourism can safeguard these landscapes. Also identify any ongoing or needed collaborations with wildlife or tourism departments in these zones.

- v. **Develop Strategic Actions for Core Operations:** Formulate detailed strategies and actions across all core operations of the Forest Department for inclusion in each district's plan. These operations, management prescriptions and strategic guidelines include, **but are not limited to:**

- a. **Forest Protection & Law Enforcement:** Strengthen monitoring and control of forest offenses. This may involve establishing or upgrading forest check posts at critical transit points to curb illegal timber transport, enhancing patrol frequency, better equipping forest guards, and utilizing new tools (e.g. GIS surveillance). Leverage the forest magistrate provisions of the Act by training designated officers or coordinating with judiciary for swift prosecution of offenders.
- b. **Sustainable Use of Forest Resources:** Regulate and plan NTFP (Non-Timber Forest Product) extraction so it remains sustainable. This includes clarifying permit systems for commercial NTFP harvest, community agreements for collection of medicinal and aromatic plants, and ensuring replanting or conservation of these species. For timber, outline controlled harvesting (if any) aligned with working plan prescriptions (allowable cuts) and a transparent auction or revenue system.
- c. **Afforestation and Reforestation:** Identify sites for afforestation (new forest plantations) and reforestation of degraded forest lands in each district. Propose annual targets (hectares to be

planted) aligning with national campaigns (e.g. 10 Billion Tree Program) and local needs (erosion control, fuelwood supply). Include guidance on nursery development for quality saplings and involving communities and civil society (schools, volunteers) in tree planting.

- d. **Community Forestry and Participation:** Develop mechanisms for community involvement in forest management. This could involve revitalizing joint forest management committees, introducing community stewardship programs for specific forest areas, benefit-sharing arrangements (e.g. share in NTFP revenue or ecotourism income), and awareness campaigns. The plans should detail how communities can participate in patrolling, reporting illegal activity, and sustainable livelihoods (e.g. beekeeping, ecotourism guides, agroforestry) to reduce pressure on natural forests.
- e. **Infrastructure and Human Resource Strengthening:** Demarcation of Forest lands, Assess and recommend improvements to the Forest Department's infrastructure and HR capacity in each district. This includes the number and condition of forest check posts, offices, ranger stations, vehicles, and monitoring equipment. Recommend creation of new check posts or ranger outposts in underserved areas if needed. Outline training needs and capacity-building for staff – e.g. training in wildlife laws, modern inventory methods, fire control, or community engagement. If certain specialized roles (like GIS analyst, community liaison officers) are missing, suggest how to fill those gaps (new hiring or external support).
- f. **Forest Magistracy and Legal Processes:** Provide guidance on operationalizing the forest magistrate system introduced by the Act. For example, ensure each district has a notified magistrate (or link to nearby magistrate) for forest offense trials. Recommend capacity-building (legal training) for forest officers in evidence gathering and case filing. Include actions to improve conviction

rates for forest crimes, which will strengthen law enforcement credibility.

- g. **Monitoring and Reporting Mechanisms:** Design a simple but effective monitoring framework for each operational plan. This should include key performance indicators (KPIs) for the above operational areas (e.g. number of saplings planted, reduction in illegal cases, number of community meetings held, etc.), and a process for regular monitoring (quarterly or annual progress reviews by the Forest Department). Consider modern tools like forest fire alert systems, satellite imagery for forest cover change, and community-based monitoring where locals report issues. The plan should specify how progress will be measured and reported internally and to higher authorities.
- vi. **Alignment and Integration:** Throughout the plan development, ensure alignment with the GB Forest Act 2019 and any subsidiary rules or policies. Every recommended action should be checked for legal sanction under the Act and rules, or suggestions made for any necessary notifications under the Act to enable new initiatives (e.g. declaring new protected areas or community forests). Similarly, integrate MEAs and national commitments: for instance, contributions to Pakistan's targets for biodiversity conservation (Aichi/GBF targets under the CBD), forest carbon sequestration or REDD+ (under UNFCCC/Paris Agreement), land restoration (UNCCD), and sustainable development goals (SDG 15 – Life on Land). The consultant should clearly articulate in each plan how global best practices and GB's international obligations have informed the strategies. Existing management plans (if any, such as previous working plans or protected area management plans) should be referenced so that the operational plans do not contradict or duplicate those, but rather update and operationalize them for current needs.
- vii. **Drafting of District Operational Plan Documents:** Prepare a separate Forest Operational Plan document for each of the nine districts. While the overall structure may be similar, each document must be customized to the district's context (ecology, threats, stakeholder input,

etc.). Each plan should include sections such as: Introduction/Background; Objectives; Summary of forest resources and challenges; Proposed Strategies and Actions (covering all core operations as above); Implementation Arrangement (who will do what); a 5–8 year Action Plan Matrix (with timelines and milestones); Monitoring & Evaluation framework; and any district-specific annexes (maps of forest cover, list of key biodiversity, etc.). The writing should be clear and concise, suitable for use by field officers on a daily basis. Include relevant maps, tables, or diagrams to enhance usefulness (e.g. a map of planned new check posts, organogram of community committees, etc.).

- viii. **Validation and Finalization:** Facilitate a validation workshop or meeting for each draft plan (or a combined workshop for all) with the Forest Department and key stakeholders to present findings and proposed actions. Gather feedback, address any concerns (e.g. feasibility, budget constraints, or policy issues), and incorporate valid suggestions into the plans. Ensure that the final plans are agreed upon by the Department's management and are in a format ready for official approval and implementation.

Throughout the assignment, the consultant must maintain close coordination with the REDD+ Office, Forest, Parks & Wildlife Department GB. Regular briefings (e.g. monthly) to the Department or committee are expected to keep progress on track and address issues promptly.

- **Technical Proposal Contents:** The technical proposal should address all aspects of the TOR and must include:
 - **Understanding of the Assignment:** A narrative demonstrating the consultant's understanding of the objectives, scope, and requirements of the assignment. This should also highlight key issues likely to be encountered (e.g. difficult terrain, data gaps, stakeholder coordination) and the consultant's approach to overcoming them.
 - **Methodology and Approach:** A detailed methodology explaining how the consultant will carry out each task in the Scope of Work. Include specifics on how data will be collected and analyzed, how stakeholders will be engaged (number and type of meetings), and any tools or techniques to be used (e.g. SWOT analysis, GIS mapping, etc.). The

approach should be **innovative yet practical**, showing how results will be achieved within the timeframe. If any part of the work will be outsourced or if local partners/assistants will be hired (for field surveys or translation), it should be mentioned.

- **Work Plan and Timeline:** A clear work plan Gantt chart or schedule linking activities to timelines, consistent with the 6-month period. Show milestones corresponding to the deliverables (inception, drafts, final, etc.). Also indicate allocation of expert time (person-days) across tasks, demonstrating that the level of effort is adequate for each activity.
- **Team Composition and Tasks:** *(For firms or group proposals)* Provide an organogram of the project team, names and roles of each team member, and their specific tasks/responsibilities in this assignment. Identify the Team Leader (or sole consultant for individuals) and any key experts (e.g. Forestry specialist, Community engagement specialist, GIS expert). Include short bios highlighting relevant experience of each member.
- **CVs of Key Personnel:** Detailed resumes (CVs) of the individual consultant or each proposed team member, highlighting relevant qualifications, experience, and accomplishments. Each CV should ideally not exceed 4 pages and must be signed by the individual (or include a statement of authenticity).
- **Past Experience and References:** A list/table of similar projects or consultancies completed in the last 5-10 years, including the project name, client, duration, scope, and the role of the consultant. Emphasize assignments related to forest management planning, conservation, or policy in Pakistan or similar regions. Provide contact details (email/phone) of at least **two references** from previous clients who can attest to the consultant's performance.
- **Relevant Work Samples:** (Optional, but encouraged) Excerpts or executive summaries of previous relevant work (e.g. a forest management plan prepared by the consultant) to demonstrate writing quality and expertise. These can be included as annexes or provided via link.
- **Certifications:** Any additional documents or certifications that demonstrate the firm/individual's capacity (e.g. ISO certification, memberships in professional bodies, etc.), and a statement of ethical conduct (ensuring no conflict of interest in this assignment).

4. Deliverables and Submission Schedule

The consultant shall deliver the following outputs, in English, in both hard copy and electronic formats, according to the schedule (within the 6-month contract period):

- i. **Inception Report** – submitted **2 weeks** from contract start. This report will outline the consultant’s detailed methodology, work plan, and initial findings from the desk review. It will also include an outline of the Operational Plan structure and a schedule of district consultations. *(Deliverable format: 2 hard copies + PDF;)*
- ii. **Stakeholder Consultation Report** – submitted by **end of Month 2**. A brief report summarizing the consultations in all districts, key issues raised, and baseline situation analysis. It should highlight common challenges as well as unique district-specific findings that will shape the plans. *(Deliverable: 2 hard copies + PDF; may include annexes like meeting minutes.)*
- iii. **Draft District Forest Operational Plans (9)** – submitted by **end of Month 4**. Draft versions of the operational plan for each of the nine districts of GB. Each draft plan should be complete in content (as per scope) but will be subject to revision after feedback. *(Deliverable: 3 hard copies of each plan + Word/PDF files; with figures and annexes.)*
- iv. **Presentation for Validation** – around **Month 5**, the consultant will deliver a presentation (PowerPoint slides) for the Forest Department and stakeholders, summarizing the proposed plans and key actions. This is not a standalone report but is a required submission for the validation step.
- v. **Final District Forest Operational Plans (9)** – submitted by **end of Month 6** (contract completion). Finalized and polished plans for all nine districts, incorporating feedback from the validation workshop and client comments. These should be ready for official adoption. *(Deliverable: 3 hard copies of each final plan + PDF/Word files + any GIS data or maps produced. An executive summary for each plan should also be provided.)*
- vi. **Completion Report** – submitted at **Month 6**. A short report summarizing the work completed, outcomes achieved, any constraints faced, and

recommendations for next steps (e.g. resource needs for implementation). This serves as the consultant's narrative of how the assignment objectives were met.
(*Deliverable: 2 hard copies + PDF; ~10 pages.*)

Submission Requirements: All reports and plans should be submitted in English, using clear, concise language and appropriate technical terminology. Wherever local terms or names are used (for species, places, etc.), provide an English translation or explanation. Documents should be formatted professionally (with contents, lists of tables/figures, references where needed). Maps and photographs should be captioned and source-attributed. Digital files must be provided in editable formats (MS Word, Excel for any data, and GIS files for maps). The consultant will be responsible for printing and binding the required number of hard copies of the draft and final plans as specified above.

5. Duration of Assignment

The total duration of the assignment is **six (06) months** from the date of contract signing. The timeline of key activities and deliverables is summarized below:

- a. **Week 1-2:** Inception phase (desk review, work planning, inception report).
- b. **Month 1-2:** Field phase – stakeholder consultations and data gathering in all districts; submission of Consultation Report by week 8.
- c. **Month 3-4:** Plan drafting phase – preparation of draft operational plans for each district; submission by end of month 4.
- d. **Month 5:** Review and validation – Forest Dept review of drafts, validation workshops/presentations, incorporation of feedback.
- e. **Month 6:** Finalization – submission of final plans and completion report; final presentations (if required) to Department or higher authorities.

The consultant is expected to adhere to this timeline. Any significant deviation or delay must be communicated in advance and approved by the client. The Forest Department will facilitate access to information, coordinate meetings, and provide timely feedback to support the consultant in meeting these deadlines.

6. Payment Schedule

Payment to the consultant will be linked to the successful completion of deliverables, ensuring performance-based disbursement. The following milestone payment schedule is proposed:

- *Inception Report approved* – **10%** of contract value. *Upon acceptance of the Inception Report* by the client (after any required revisions). This marks agreement on the work plan and methodology.
- *Completion of Field Consultations & Submission of Draft Plans* – **30%** of contract value. Payable after the consultant has conducted all stakeholder consultations and submitted the **Draft Operational Plans for all 9 districts** (Deliverable 3). The drafts should be of acceptable quality, addressing the TOR. The client will review the drafts; the payment is released once it is confirmed that drafts are complete (even if further refinement is needed).
- *Validation Workshop and Revised Drafts* – **20%** of contract value. After the consultant organizes the validation presentation/workshop (Deliverable 4) and submits a **revised set of operational plans** incorporating feedback from the workshop and client's comments. Essentially, this is an interim payment to cover the effort of revision and stakeholder engagement before finalization. (If no major revisions are needed, this can be upon conducting the validation and submitting a brief report on it.)
- *Final Deliverables Submission* – **20%** of contract value. Upon **endorsement of the Final Operational Plans for all districts by CCF/Secretary Forests**.
- **Final approval of deliverables** – **20%** of contract value. Upon **final approval of operational plan and the Completion Report** by the Forest Department. All final documents and materials must meet the quality standards and requirements of the TOR. The consultant should also hand over any raw data, maps, or materials used. Once the client formally accepts the final outputs, the remaining payment will be released.

Note: The consultant will submit invoices for each deliverable, accompanied by a completion certificate or letter from the client. The client will endeavor to process payments within 2-3 weeks of invoice receipt, subject to verification of deliverables. In case a deliverable is delayed or not up to the agreed standard, the client may hold or adjust the payment until issues are rectified (in line with contract terms). No advance payment beyond the agreed schedule will be made (however, the inception payment serves as a mobilization advance).

All payments are inclusive of all applicable taxes; the client will deduct withholding tax as per government regulations. The consultant is responsible for their own tax filings for the income received.

7. **Special Considerations – Environmentally Sensitive Areas & Tourism Hotspots**

Gilgit-Baltistan's forests interface with critical ecosystems and popular tourist destinations that require **special attention** in planning. The consultant must ensure that each district's operational plan explicitly addresses the following cross-cutting considerations:

- **Protection of Ecologically Sensitive Areas:** Many forests in GB overlap with **fragile ecosystems** – including alpine meadows, watersheds, wildlife habitats, and **protected areas**. These areas are often biodiversity-rich but vulnerable to disturbance. The plans should identify such zones (e.g. parts of Diamer that host rare wildlife, watersheds supplying drinking water, etc.) and propose stricter management regimes there. Strategies may include declaring high-conservation zones with limited use, increasing patrols, involving local communities in watchdog roles, and preventing activities that could lead to habitat loss or soil erosion. Any overlaps with globally significant ecosystems (for example, if any district contains a Ramsar wetland or important bird area) should be noted and given due protection measures. The consultant should incorporate guidance from MEAs like the CBD's Aichi targets for protecting land area, ensuring that these sensitive areas contribute to Pakistan's conservation targets. Reforestation or restoration efforts should prioritize degraded sensitive sites to recover their ecological function. Environmental Impact Assessment (EIA) processes should be referenced for any planned infrastructure in these areas to ensure due diligence is done before interventions.

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- **Sustainable Management of Tourism Hotspots:** Nearly every district in GB has sites of scenic or cultural value drawing tourists – whether it’s the fairy meadows of Diamer, the lakes of Skardu, or trekking routes in Ghizer. **Mass tourism**, if unmanaged, can lead to problems like litter, wildfire risk from campfires, disturbance to wildlife, and forest damage (trampling of vegetation, cutting of wood for fuel). The plans should include dedicated sub-sections on managing forestry issues in tourism-heavy locales. Suggested actions: set up visitor guidelines in forest areas, provide training to local guides on conservation, designate certain areas for camping (to contain impact), and collaborate with tourism departments to regulate tourist flow where necessary. The consultant should also propose infrastructure like waste bins, eco-toilets, or small check posts near popular sites to handle waste and enforce rules. In light of climate change causing more frequent hazards (e.g. forest fires or glacial lake outbursts), emergency response plans for tourists in forest areas could be considered. Ultimately, the goal is to promote **eco-tourism** – enabling tourists to enjoy nature without degrading it, and even contributing to its protection (e.g. fees or volunteer programs). This aligns with global best practices that stress that *only sustainable tourism can save fragile ecosystems from degradation*. Each operational plan should highlight key tourist sites in the district and detail how the Forest Department will coordinate to maintain environmental integrity there.
 - **Climate Change and Disaster Resilience:** (Interrelated with sensitive areas) – GB’s forests are experiencing stresses from climate change, such as shifting precipitation patterns and increased frequency of disasters (floods, landslides, wildfires). While not explicitly asked, the consultant should weave in climate resilience measures: e.g. using species for afforestation that are suited to future climate, creating fire breaks or community fire brigades where forest fires occur, and protecting slope forests to guard against landslides. This ensures the operational plans are forward-looking and robust under changing conditions.
 - **Gender and Social Inclusion:** In implementing community forestry or ecotourism initiatives, consider the role of women and youth. Women in GB’s

rural areas often collect firewood and NTFPs; their involvement and capacity-building (perhaps in nursery raising or value-addition of NTFPs) can be transformative. The plans should mention inclusive approaches (such as including women in forest committees or offering alternative livelihoods training) so that interventions are equitable.

The above considerations are to be embedded within relevant sections of each district plan rather than treated as isolated components. The consultant should highlight them in the narrative and action matrices, ensuring they receive adequate focus during implementation. Where needed, cite specific guidelines or examples (for instance, refer to any GB-specific eco-tourism guidelines, or best practice manuals for community forestry in sensitive areas) to lend weight to recommendations.