



**LOCAL GOVERNMENT DEPARTMENT
GOVERNMENT OF SINDH**

REQUEST FOR PROPOSAL

CONSULTANCY SERVICES

FOR

**PREPARATION OF THE GREATER KARACHI
REGIONAL PLAN – 2047**

2023

DISCLAIMER

1. The information contained in this Request for Proposal (RFP) document or subsequently provided to Bidder(s), whether verbally or in written form by or on behalf of the Karachi Development Authority (KDA) or any of their employees or advisors, shall be subject to the terms and conditions set out in this RFP document and any other terms and conditions subject to which such information is provided.
2. This RFP document does not purport to contain all the information each Bidder may require. This RFP document may not be appropriate for all persons, and it is not possible for the KDA, their employees or advisors to consider the investment objectives, financial situation and particular s of each Bidder who reads or uses this RFP document. Certain Bidders may have better knowledge of the proposed Project than others. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and obtain independent advice from appropriate sources. KDA, its Representatives, their employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document.
3. KDA may, in their absolute discretion, but without being under any obligation to do so, update, amend, add to any or all of the provisions or supplement the information of this RFP document or cancel the present Invitation and call for fresh Invitations. Such changes would be intimated to all Bidders using this RFP Document.
4. KDA reserves the right to reject any or all of proposals received in response to this RFP Invitation at any stage without assigning any reasons whatsoever. KDA also reserves the right to hold or withdraw from or cancel the process at any stage up to the final pre-qualification / short listing.
5. Neither KDA nor their employees or representative will have any liability in case of non-receipt of any correspondence from them to the bidders due to the postal delays.

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SECTION 1: LETTER OF INVITATION

KARACHI DEVELOPMENT AUTHORITY
DATED:

[Name and Address of the Consultant]

Subject: **LETTER OF INVITATION**

Dear Mr./Ms.,

1. The KDA invites proposals to provide the following consulting services: for “Preparation of – Greater Karachi Regional Plan – 2047”. Details on the services are provided in the Terms of Reference.
2. The Consultant will be selected under the Quality Cost Based Selection (QCBS) Method and procedures described in this RFP, in accordance with the policies of the Government of Sindh detailed in the Consultant Selection Guidelines issued by the Planning & Development Department.
3. The RFP includes the following additional documents:
 - Section 2 - Instructions to Bidders (including Data Sheet)
 - Section 3 - Technical Proposal - Standard Forms
 - Section 4 - Financial Proposal - Standard Forms
 - Section 5 - Terms of Reference
4. It is mandatory for proposals to be made using the Standard Forms of the RFP. Proposals that are not in the prescribed format may be discarded. If any information required in the forms is found missing or written elsewhere, no credit may be given in the relevant section of the evaluation.
5. Bidders should submit their five most relevant assignments for technical evaluation using the prescribed format. Assignments submitted beyond the given number will not be considered.
6. CVs of key personnel to be working on this assignment should be provided according to the list given in the Data Sheet.
7. Technical and financial proposals should be submitted in Separate Sealed envelopes.

This information should be sent to the following address:

Name:
Designation:
Address:
Email:
Ph.:

If no acknowledgment is received, it will be presumed that the bidders are not interested in undertaking the assignment.

Yours sincere

SECTION 2: INSTRUCTION TO BIDDERS

BIDDING

Selection of consulting firm will be carried out using Quality and Cost based section method as given in SPPRA Rules.

GENERAL CONDITIONS

Following shall be the general conditions of the study:

- a. The time period for the completion of the study shall be twenty-four (24) months from the date of signing the contract.
- b. All documents/maps shall be prepared in English language.
- c. All documents produced / software prepared / GIS / IT application / analysis models / maps / images and other outputs shall be the property of KDA and consultant shall not use for any purpose without permission from DG KDA.
- d. The consultant will be required to work in close coordination with the Project Steering Committee, KDA and other government departments and agencies.
- e. The consultant will be required to hold extensive consultations and presentations with the stakeholders.

Definitions

- (a) “Assignment” means the consultancy services for preparation of the Greater Karachi Regional Plan – 2047.
- (b) “Client” means the ‘Karachi Development Authority’, with which the selected Consultant signs the Contract.
- (c) “Connectivity” Permeability or connectivity describes the extent to which urban forms permit (or restrict) movement of people or vehicles in different directions.
- (d) “Consultant Selection Committee” means the committee formed for the selection of Consultant for this Assignment as per the Guidelines.
- (e) “Consultant” means any firm/consortium/joint venture that provides the Services to the Client under the Contract.
- (f) “Contract” means the Contract included in this RFP as Section 6, when signed by the Parties, and all attached documents.
- (g) “Data Sheet” means such part of the Instructions to Firms used to reflect specific conditions.
- (h) “Day” means calendar day.

- (i) “Firms” means any firms, consortiums and joint ventures to whom this RFP has been issued.
- (j) “Inclusivity”: the practice or policy of including people who might otherwise be excluded or marginalized, such as those who have physical or mental disabilities and members of minority groups.
- (k) “Instructions to Firms” means the document, which provides Firms with information needed to prepare their Proposals.
- (l) “LOI” means the Letter of Invitation included in the RFP as Section 1 being sent by the Client to the Firms.
- (m) “Personnel” means professionals and support staff provided by the Firms or by any sub-consultant and assigned to perform the Services or any part thereof; “Foreign Personnel” means such professionals and support staff who at the time of being so provided had their domicile outside Pakistan; “Local Personnel” means such professionals and support staff who at the time of being so provided had their domicile inside Pakistan.
- (n) “Proposal” means the Technical Proposal and the Financial Proposal.
- (o) “Public Participation” Public participation, also known as citizen participation or public involvement, is the inclusion of the public in the activities of any organization or project. Public participation is similar to but more inclusive than stakeholder engagement.
- (p) “Regional Plan / Strategy” Regional planning deals with the efficient placement of land-use activities, infrastructure, and settlement growth across a larger area of land than an individual city or town. Regional planning is a sub-field of urban planning as it relates land use practices on a broader scale. It also includes formulating laws that will guide the efficient planning and management of such said regions.
- (q) “Services” means the Assignment to be performed by the Consultant pursuant to the Contract.
- (r) “Rules” means the Sindh Public Procurement Rules-2010 (amended in 2019) notified in Provision of the Sindh Procurement Regulatory and P&D consultant selection guidelines, published in 2010.
- (s) “Sub-Consultant” means any person or entity with whom the Consultant sub-contracts any part of the Services.
- (t) “Terms of Reference” (TOR) means the document included in the RFP as Section 5 which explains the objectives, scope of work, activities, tasks to be performed, respective

responsibilities of the Client and the Consultant, and expected results and deliverables of the assignment.

- 1. Introduction**
- 1.1 The Client shall select the Consultant from the Firms listed in the Letter of Invitation, in accordance with the method of Quality Cost Based Selection.
 - 1.2 Firms are invited to submit a Technical Proposal and a Financial Proposal for Services required for the Assignment. The proposals should be in separate marked and sealed envelopes. The Proposal will be the basis for a signed Contract with the selected Firm.
 - 1.3 Firms should familiarize themselves with Assignment conditions and take them into account in preparing their Proposals. To obtain first-hand information on the Assignment, Firms are encouraged to visit the Client before submitting a proposal and to attend a pre-proposal conference at the time, date and location specified in the Data Sheet. Attending the pre-proposal conference is optional. Firms should contact the Client's representative named in the Data Sheet to obtain additional information on the pre-proposal conference. Firms should ensure the representative is informed well-ahead of time in case they wish to visit the Client.
 - 1.4 The Client will assist the Consultant in making available relevant project data and reports.
 - 1.5 The satellite image will be provided by the client. The payment against this item can be deducted.
 - 1.6 Firms shall bear all costs associated with the preparation and submission of their Proposals and finalization of Contract. The Client is not bound to accept any Proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Firms.
- Conflict of Interest**
- 1.7 The Government of Sindh requires that the Consultant provides professional, objective, and impartial advice and at all times, hold the Client's interest paramount, strictly avoid conflicts with other assignments or their own corporate interests, and act without any consideration for future work.
 - 1.7.1 Without limitation on the generality of the foregoing, Firm, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:
 - (i) A firm that has been engaged by the Client to provide goods, works or services other
- Conflicting activities**

than consulting services for a project, and any of its affiliates, shall be disqualified from providing consulting services related to those goods, works or services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, and any of its affiliates, shall be disqualified from subsequently providing goods or works or services other than consulting services resulting from or directly related to the firm's consulting services for such preparation or implementation. For the purpose of this paragraph, services other than consulting services are defined as those leading to a measurable physical output, for example surveys, exploratory drilling, aerial photography, and satellite imagery.

Conflicting assignments

- (ii) A firm (including its Personnel 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 firm to be executed for the same or for another Client.

Conflicting relationships

- (iii) A firm (including its Personnel and sub-consultants) that has a business or family relationship with a member of the Client's staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the assignment, (ii) the selection process for such assignment, or (iii) 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 Government of Sindh throughout the selection process and the execution of the contract.

1.7.2 Firms / Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Consultant or the termination of its Contract.

1.7.3 No agency or current employees of the Client shall work as consultant under their own ministries, departments or agencies. Recruiting former

government employees of the Client to work for their former ministries, departments or agencies is acceptable provided no conflict of interest exists. When the Firm nominates any government employee as Personnel in their technical proposal, such Personnel must have written certification from their government or employer confirming that they are on leave without pay from their official position and allowed to work full-time outside of their previous official position. Such certification shall be provided to the Client by the Firm as part of their technical proposal.

**Fraud and
Corruption**

1.8 The Government of Sindh requires Firm and the Consultant participating in this Assignment to adhere to the highest ethical standards, both during the selection process and throughout the execution of the Contract. In pursuance of this policy, the Government of Sindh:

- (b) defines, for the purpose of this paragraph, the terms set forth below as follows:
 - (i) “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the selection process or in execution of a contract;
 - (ii) “fraudulent practice” means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract;
 - (iii) “collusive practices” means a scheme or arrangement between two or more firms with or without the knowledge of the Client, designed to establish prices at artificial, noncompetitive levels;
 - (iv) “Coercive practices” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract.
- (c) will reject a Proposal for award if it determines that the Firm recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract;
- (d) will sanction a Firm, including declaring the Firm ineligible, either indefinitely or for a stated period

of time, to be awarded a Government of Sindh contract if at any time it determines that the Firm has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Government of Sindh contract; and

- (e) will have the right to require Firms to permit the Government of Sindh to inspect their accounts and records and other documents relating to the submission of proposals and contract performance, and have them audited by auditors appointed by the Government of Sindh.

1.9 Firms, their sub-consultants, and their associates, shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the Government of Sindh in accordance with the above para. 1.7. Furthermore, the Firms shall be aware of the provisions on fraud and corruption stated in the specific clauses in the General Conditions of Contract.

Only one Proposal

1.10 Firms may only submit one Proposal. If a Firm submits or participates in more than one Proposal, such Proposals shall be disqualified.

Proposal Validity

1.11 The Data Sheet indicates how long Firms' Proposals must remain valid for after the submission date. During this period, Firms shall maintain the availability of professional staff nominated in the Proposal. The Client will make its best effort to complete award of Contract within this period. Should the need arise, however, the Client may request Firms to extend the validity period of their Proposals. Firms who agree to such extension shall confirm that they maintain the availability of the professional staff nominated in the Proposal, or in their confirmation of extension of validity of the Proposal, Firms may submit new staff in replacement, who would be considered in the final evaluation for Contract award. Firms who do not agree have the right to refuse to extend the validity of their Proposals.

Eligibility of Sub-Consultants

1.12 In case a Firm intends to associate with firms who have not been shortlisted and/or individual expert(s), such other firms and/or individual expert(s) shall be subject to the eligibility criteria set forth.

2. Clarification and Amendment of RFP Documents

2.1 Firms may request a clarification of any of the RFP documents till the date indicated in the Data Sheet. Any request for clarification must be sent in writing, or by standard electronic means to the Client's address indicated in the Data Sheet. The Client 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 the source of inquiry) to all Firms. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure under para. 2.2.

2.2 At any time before the submission of Proposals, the Client may amend the RFP by issuing an addendum in writing or by standard electronic means. The addendum shall be sent to all Firms and will be binding on them. Firms shall acknowledge receipt of all amendments. To give Firms reasonable time in which to take an amendment into account in their Proposals the Client may, if the amendment is substantial, extend the deadline for the submission of Proposals.

3. Preparation of Proposals

3.1 The Proposal (see para. 1.2), as well as all related correspondence exchanged by the Firms and the Client, shall be written in English.

3.2 In preparing their Proposal, Firms are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.

3.3 While preparing the Technical Proposal, Firms must give particular attention to the following:

(a) If a Firm considers that it may enhance its expertise for the Assignment by associating with other firms in a joint venture or sub-consultancy, it may associate with short listed/ non-shortlisted firm(s). In case of association with non-shortlisted Firm(s), the Firm shall act as association leader. Any associations must be clearly indicated in the Technical Proposal. In case of a joint venture, all partners shall be jointly and severally liable and shall indicate who will act as the leader of the joint venture.

(b) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.

Technical Proposal Format and Content

3.4 The Technical Proposal shall provide the information indicated in the following paras from (a) to (g) using the attached Form TECH-4 of Section 3, which indicates the recommended number of pages for the description of the approach, methodology and work plan of the Technical Proposal. A page is considered to be one printed side of A4 or letter size paper.

(a) A brief description of the Firms' organization and an outline of recent experience of the Firm (each

partner in case of joint venture) on assignments of a similar nature are required in Form TECH-2 of Section 3. For each assignment, the outline should indicate the names of sub-consultants/ professional staff who participated, duration of the assignment, contract amount, and Firm's involvement (both technical and financial). Information should be provided only for those assignments for which the Firm was legally engaged by the Client as a firm or as one of the major firms within a joint venture. Assignments completed by individual professional staff working privately or through other consulting firms cannot be claimed as the experience of the Firm, or that of the Firm's associates, but can be claimed by the professional staff themselves in their CVs. Firms should be prepared to substantiate the claimed experience, if so, requested by the Client.

- (b) Comments and suggestions on the Terms of Reference including workable suggestions that could improve the quality/ effectiveness of the Assignment; and facilities such as administrative support, equipment, data, etc. desired from the Client (Form TECH-3 of Section 3).
- (c) A description of the approach, methodology and work plan for performing the Assignment, covering the following subjects: technical approach and methodology, work plan, and organization and staffing schedule. Guidance on the content of this section of the Technical Proposals is provided under Form TECH-4 of Section 3. The work plan should be consistent with the Work Schedule (Form TECH-8 of Section 3), which shall show in the form of a bar chart the timing proposed for each activity.
- (d) The list of the proposed professional staff team by area of expertise, the position that would be assigned to each staff team member, and their tasks (Form TECH-5 of Section 3).
- (e) Estimates of the staff input (staff-months of foreign and local professionals) needed to carry out the Assignment (Form TECH-7 of Section 3). The staff-months input should be indicated separately for home office and field activities, and for foreign and local Professional staff.
- (f) CVs of the professional staff signed by the staff themselves (Form TECH-6 of Section 3) along with their Computerized National Identity Card numbers (if local) or passport numbers (if foreign).

- 3.5 The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information shall be declared non-responsive.
- Financial Proposals**
- 3.6 The Financial Proposal shall be prepared using the attached Standard Forms (Section 4). It shall list all costs associated with the Assignment, including (a) remuneration for staff (foreign and local, in the field and at the Firms' home office), and (b) reimbursable expenses indicated in the Data Sheet. These costs should be broken down by activity and, if appropriate, into foreign and local expenditures. All activities and items described in the Technical Proposal must be priced separately; activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items. The Firm shall provide the Client with breakdown of remuneration rates as detailed in Form FIN-6 of Section 4.
- Taxes**
- 3.7 The Consultant shall be subject to all applicable taxes (such as: value added or sales tax or income taxes on nonresident Foreign Personnel, duties, fees, levies etc.) on amounts payable by the Client under the Contract. The Client will pay taxes on behalf of the Consultant.
- 3.8 The Consultants should express the price of their Services in Pakistan Rupees.
- 4. Submission, Receipt, and Opening of Proposals**
- 4.1 The original Proposal (Technical Proposal and, if required, Financial Proposal; see para. 1.2) shall contain no interlineations or overwriting, except as necessary to correct errors made by the Firms themselves. The person who signed the Proposal must initial such corrections. Submission letters for both Technical and Financial Proposals should respectively be in the format of Form TECH-1 of Section 3, and Form FIN-1 of Section 4.
- 4.2 An authorized representative of the Firm shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign. The signed Technical and Financial Proposals shall be marked "Original".
- 4.3 The Technical Proposal shall be marked "Original" or "Copy" as appropriate. The Technical Proposals shall be sent to the addresses referred to in para. 4.5 and in the number of copies indicated in the Data Sheet. All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original prevails.

- 4.4 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked “Technical Proposal.” Similarly, the original Financial Proposal shall be placed in a sealed envelope clearly marked “Financial Proposal” followed by the name of the Assignment, and with a warning “**Do Not Open with The Technical Proposal.**” The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and title of the Assignment, clearly marked “**Do Not Open, Except in Presence of the Official Appointed, Before Submission Deadline**”. The Client shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may constitute a case for rejecting the Proposal. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.
- 4.5 The Proposals must be sent to the address/addresses indicated in the Data Sheet and received by the Client no later than the time and the date indicated in the Data Sheet, or any extension to this date in accordance with para. 2.2. Any Proposal received by the Client after the deadline for submission shall be returned unopened.
- 4.6 The Client shall open the Technical Proposal immediately after the deadline for their submission. The envelopes with the Financial Proposal shall remain sealed and securely stored.

5. Proposal Evaluation

- 5.1 From the time the Proposals are opened to the time the Contract is awarded, the Firms should not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by Firms to influence the Client in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Firms’ Proposal.

The Consultant Selection Committee, while evaluating Technical Proposals, shall have no access to the Financial Proposals until the technical evaluation is concluded.

Evaluation of Technical Proposals

- 5.2 The Consultant Selection Committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet. Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly

the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Data Sheet.

**Public Opening
and Evaluation
of Financial
Proposals**

- 5.3 After the technical evaluation is completed, the Client shall inform the Firms who have submitted Proposals on the technical scores obtained by their Technical Proposals, and shall notify those Firms whose Proposals did not meet the minimum qualifying mark or were considered non responsive to the RFP and TOR, that their Financial Proposals shall be returned unopened after completing the selection process. The Client shall simultaneously notify in writing Firms that have secured the minimum qualifying mark, the date, time and location for opening the Financial Proposals. Firms' attendance at the opening of Financial Proposals is optional. The opening date shall be set so as to allow interested Firms sufficient time to make arrangements for attending the opening.
- 5.4 Financial Proposals shall be opened publicly in the presence of the Firms' representatives who choose to attend. The name of the Firms, and the technical scores of the Firms shall be read aloud. The Financial Proposal of the Firms who meet the minimum qualifying mark 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.
- 5.5 The Consultant Selection Committee will correct any computational errors. When correcting computational errors, in the case of a discrepancy between a partial amount and the total amount, or between word and figures, the former will prevail. In addition to the above corrections, as indicated under para. 3.6, activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items. In case an activity or line item is quantified in the Financial Proposal differently from the Technical Proposal, no corrections will be applied to the Financial Proposal in this respect.
- 5.6 The lowest evaluated Financial Proposal (F_m) will be given the maximum financial score (S_f) of 100 points. The financial scores (S_f) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be ranked according to their combined technical (S_t) and financial (S_f) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; $T + P = 1$) indicated in the Data Sheet: $S = S_t \times T\% + S_f \times P\%$. The Firm achieving the highest

combined technical and financial score will be invited for finalization of Contract.

- 6. Finalization of Contract** 6.1 The contract finalization meeting shall be held at the date and address indicated in the Data Sheet. The invited Firm will, as a pre-requisite for attendance at the meeting, confirm the availability of all professional staff. Failure in satisfying such requirements may result in the Firm being disqualified on the grounds of wilful misrepresentation, and the Client proceeding to the next-ranked Firm. Representatives finalizing on behalf of the Firm must have written authority to conclude a Contract.
- Description of Services** 6.2 Finalization of Contract will include a discussion of the Technical Proposal, the proposed technical approach and methodology, work plan, and organization and staffing, and any suggestions made by the invited Firm regarding the Terms of Reference. Once the Client and the Firm finalize the Terms of Reference, staffing schedule, work schedule, logistics, and reporting, these documents shall be incorporated in the Contract as “Description of Services”. Special attention shall be paid to clearly defining the inputs and facilities required from the Client to ensure satisfactory implementation of the Assignment.
- Finalization of Taxes** 6.3 It is the responsibility of the Firm, when finalizing the Contract, to indicate the exact tax amount to be paid by the Consultant under the Contract.
- Availability of Professional Staff** 6.4 Having selected the Firm on the basis of, among other things, an evaluation of proposed professional staff, the Client expects to finalize a Contract on the basis of the professional staff named in the Proposal. Before contract finalization, the Client shall require assurances that the professional staff will actually be available. The Client shall not consider substitutions during contract finalization unless both parties agree that undue delay in the selection process makes such substitution unavoidable or for reasons such as death or medical incapacity. If this is not the case and if it is established that professional staff were offered in the proposal without confirming their availability, the Firm may be disqualified on the grounds of wilful misrepresentation. Any proposed substitute shall have equivalent or better qualifications and experience than the original candidate.
- Signing of Contract** 6.5 Contract finalization will conclude with a review of the Contract to correct any computational and typographical errors. The Client and the Firm will initial the agreed Contract before proceeding to sign the Contract.

- 7. Award of Contract**
- 7.1 Once the Contract is awarded to the Consultant, the Client shall publish details on the websites of Karachi Development Authority (KDA) and the Sindh Public Procurement Regulatory Authority (SPPRA), promptly notify all Firms which submitted proposals, and return unopened Financial Proposals to Firms that were disqualified or failed to achieve the minimum technical score.
- 7.2 After award of Contract, the Consultant is expected to commence the Assignment on the date and at the location specified in the Data Sheet.
- 8. Confidentiality**
- 8.1 Information relating to the evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Firms which submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Firm of confidential information related to the process may result in the rejection of its Proposal and may be subject to the provisions of the Consultant Selection Guidelines relating to fraud and corruption.

Data Sheet

Paragraph Reference	
1.1	Name of the Client: <u>Karachi Development Authority (KDA), Government of Sindh</u> Method of selection: <u>Quality and Cost Based Selection Method (QCBS)</u>
1.2	Financial Proposal to be submitted together with Technical Proposal (should be enclosed in a separate envelope): Yes Name of the assignment is: “Greater Karachi Regional Plan – 2047”
1.3	A pre-proposal conference will be held: Yes on _____ PST in the Office of _____ The Client’s representative is: Chief Engineer (Dev.) Engineering Department, Karachi Development Authority, Karachi Address: 4th Floor, Civic Center, Gulshan-e-Iqbal, Karachi. Phone: +92 21 99230653
1.4	The Client will assist in making available relevant project data and reports.
1.6.1 (a)	The Client envisages the need for continuity for downstream work: Yes
1.12	Proposals must remain valid <i>90</i> days after the submission date.
2.1	Clarifications may be requested not later than _____. The address for requesting clarifications is: Chief Engineer (Dev.), Engineering Department, Karachi Development Authority, Karachi Address: 4th Floor, Civic Center, Gulshan-e-Iqbal, Karachi. Phone: +92 21 99230653
3.4 (a)	Firms should submit details of 5 relevant assignments completed by them.
3.4 (f)	CVs should be duly signed by the respective person and should contain details on relevant assignments conducted by the individual in the past. Unsigned CVs will be rejected. Name of project should be mentioned on top of CVs along with NIC/passport number and nationality, indicating that the CV has been submitted by the person for this project and he will be available, if the project is awarded to the firm. Contact number of persons should be mentioned in CV. Client reserves the right to interview key persons during or after evaluation process.

	Training is a specific component of this assignment: No
3.6	Applicable Reimbursable expenses in local currency (1) cost of necessary travel, including transportation of the Personnel by private vehicle, bus or economy class by air and the most direct practicable route; (2) cost, rental and freight of any instruments or equipment required to be provided by the Consultant for the purposes of the Services (if any).
3.7	Amounts payable by the Client to the Consultant under the Contract to be subject to local taxation: Yes The Client will pay such taxes on behalf of the Consultant: Yes
3.8	Firm to state Financial Proposal in the Pakistani national currency i.e., PKR: Yes
4.3	Firm must submit the original and 3 copies of the Pre-qualification Document, Technical Proposal, and the original of the Financial Proposal.
4.5	The Proposal submission address is: Chief Engineer (Dev.), Engineering Department, Karachi Development Authority, Karachi Address: 4th Floor, Civic Center, Gulshan-e-Iqbal, Karachi. Phone: 021-99230653 Proposals must be submitted no later than the following date and time: <u>22nd June, 2023 till 11:00 AM PST.</u>
5.2 (a)	<u>Mandatory Requirements:</u> Provide all relevant data; The consultant (firm/Joint Venture/Consortium) fulfilling the following basic eligibility criteria shall only be considered for further evaluation. i. Valid legal entity of the firm e.g., Certificate of registration from SECP. ii. Certificate of registration with Income Tax and Sales Tax under the relevant Authority. iii. Non-Judicial Affidavit (PKR 100) declaring “Applicant/Company has not been blacklisted/defaulted by any government agency/department/organization. iv. Provide a separate undertaking (PKR 100) that the information supplied by the firm is correct. v. Registration with Pakistan Engineering Council (PEC) – Local Firm should be registered. NOTE: <i>Foreign applicants/firms may come but it has to form a Joint Venture/Consortium with the local firm at the time of submission of the Request for Proposal, and the local member must ensure the affiliation/registration with Pakistan Engineering Council (PEC).</i>

Criteria, sub-criteria, and point system for the evaluation of Technical Proposals are:

Points Criteria:

- (i) Company Profile: [100]**
- a) Number of 5 similar completed assignments of similar nature in terms of population (more than 6 million) or area (1,000 km²) with Completion Certificate(s) / Agreements. [40]
 - b) Value of similar completed assignments. [40]
 - c) Annual turnover for last 3 years, supported by audit reports (up to Rs.500 million). [10]
 - d) Organization profile (Quality Management System (QMS) & Organization Structure). [10]

Total = $\overline{(A_1)}$

(ii) Project Team: [100]

<p>a) <i>Team Leader (Strategic Development Expert in Urban Strategic Development Planning) (International)</i></p> <p><u>Qualification:</u> <i>PhD in Urban Planning, Urban Development, Urban Policy or City and Regional Planning from a reputed internationally HEC Recognized University.</i></p> <p><i>Must be a registered Town/Urban Planner of the Internationally recognized council of Planners.</i></p> <p><u>Exp:</u> <i>25 years of the demonstrated overall experience in Planning / urban Planning & Development of a large city.</i></p>	12
<p>b) <i>Urban Planning Expert (International)</i></p> <p><u>Qualification:</u> <i>Master of urban Planning, Urban development, Urban Policy or City and Regional Planning from a reputed International HEC. recognized university.</i></p> <p><i>Must be a registered Town/Urban Planner of Internationally recognized Council of Planner.</i></p> <p><u>Exp:</u> <i>20 years of demonstrated overall experience of Planning / urban planning & development of a large city.</i></p>	6
<p>c) <i>Regional Planning Expert (International)</i></p> <p><u>Qualification:</u> <i>Master of urban Planning, Urban Development, urban Policy or City and Regional Planning from a reputed international HEC Recognized university.</i></p> <p><i>Must be a registered Town/Urban Planner of Internationally recognized council of Planners.</i></p> <p><u>Exp:</u> <i>20 years of demonstrated overall experience of Regional Planning of a large city.</i></p>	6
<p>d) <i>Urban Economist (International)</i></p> <p><u>Qualification:</u> <i>Master of Economics/Development economics from a reputed International HEC Recognized University.</i></p>	6

	<i>Exp: 20 years of demonstrated experience of Urban or Development Economics of a large city.</i>	
e)	<i>Traffic and Transportation Expert (International)</i> <i>Qualification: Master of Transportation Planning / Engineering from reputed international HEC recognized.</i> <i>Exp: 15 years of demonstrated overall experience of Transportation Planning / Engineering of a large city.</i>	6
f)	<i>Urban Planner (Deputy Team Leader) (Local)</i> <i>Qualification: Master of Urban Planning, Urban Development or City and Regional Planning from a reputed HEC Recognized University.</i> <i>Must be a registered Town/Urban Planner of PCATP.</i> <i>Exp: 15 years of demonstrated experience of Urban/City/ Regional Planning.</i>	4
g)	<i>Water / Environmental Engineer (Local/International)</i> <i>Qualification: Master of Public health / Environmental engineering.</i> <i>Exp: 15 years of demonstrated experience of Water supply and Sanitation Design of large city.</i>	4
h)	<i>Urban Environmentalist / Ecologist (Local/International)</i> <i>Qualification: Master of Ecology / Biodiversity or a relevant field.</i> <i>Exp: 15 years of demonstrated experience in the field of regional ecology of a large city.</i>	4
i)	<i>Urban Designer (Local/International)</i> <i>Qualification: Master of urban Planning, City and Regional Planning, or Architecture form a reputed international HEC Recognized University.</i> <i>Exp: 15 years of demonstrated experience in the field of urban Planning with a focus on Urban design of a large city.</i>	4
j)	<i>Financial Specialist (Local/International)</i> <i>Qualification: Master of Finance/Business administration from a reputed international HEC Recognized university.</i> <i>Exp: 15 years of demonstrated experience in financial management and policy of a large city</i>	4
k)	<i>Legal and Institutional Framework Specialist (Local/International)</i> <i>Qualification: LLM from a reputed international HEC recognized university.</i> <i>Exp: 15 years of practice with a focus on legal and institutional framework of a large city.</i>	4
l)	<i>Solid Waste Management Expert (Local/International)</i>	4

	<p><u>Qualification:</u> <i>Master of Solid Waste Management / Environmental Engineering</i></p> <p><u>Exp:</u> <i>15 years of demonstrated overall experience of solid waste management for communities and regional city.</i></p>	
m) Architect (Local/International)	<p><u>Qualification:</u> <i>Bachelor's in Architecture preferably masters in relevant discipline.</i></p> <p><u>Exp:</u> <i>15 years of demonstrated overall experience which shall include a minimum of 10 years' experience in Architectural designing of similar nature works.</i></p>	4
n) Socio-economic Scientist (Local/International)	<p><u>Qualification:</u> <i>Master of Sociology from a reputed international HEC recognized university.</i></p> <p><u>Exp:</u> <i>15 years of demonstrated experience in social strategy at community and regional level of large city.</i></p>	4
o) GIS Specialist ((Local/International)	<p><u>Qualification:</u> <i>Master of GIS/Remote Sensing from a reputed International HEC Recognized University.</i></p> <p><u>Exp:</u> <i>15 years of demonstrated overall relevant experience of a large city.</i></p>	4
p) MIS Specialist (Local/International)	<p><u>Qualification:</u> <i>Master of Management Information Systems/ Business Administration from a reputed HEC Recognized university.</i></p> <p><u>Exp:</u> <i>10 years of demonstrated experience in Information Management.</i></p>	4
q) Conservation/ heritage Expert (Local/International)	<p><u>Qualification:</u> <i>Master of Conservation Sciences or Similar from a reputed International HEC Recognized University.</i></p> <p><u>Exp:</u> <i>15 Years of demonstrated experience of Heritage Preservation studies and implementation.</i></p>	4
r) Industrial planner (Local/International)	<p><u>Qualification:</u> <i>Master of Industrial Planning/ Urban Planning.</i></p> <p><u>Exp:</u> <i>15 years of demonstrated experience in the field of planning of industrial areas in a large city.</i></p>	4
s) Data scientists/ statistician ((Local/International)	<p><u>Qualification:</u> <i>Master of Data Science / Analysis from a reputed international HEC recognized university.</i></p> <p><u>Exp:</u> <i>15 years of demonstrated experience of database management of a large city.</i></p>	4
t) Communication Specialist (Local/International)		4

	<p><i>Qualification: Master of Communication Mass communication / public relations from a reputed international HEC recognized university.</i></p> <p><i>Exp: 15 years of demonstrated experience of stakeholder management / engagement.</i></p>	
	<p>u) <i>Disaster Management Specialist (Local/International)</i></p> <p><i>Qualification: Master of Disaster Risk management or Similar from a reputed international HEC recognized university.</i></p> <p><i>Exp: 15 years of demonstrated experience in strategizing disaster Risk assessment, monitoring and control of a large city.</i></p>	4
<p>The number of points to be assigned to each of the above positions or disciplines shall be determined considering the following three sub-criteria and relevant score:</p> <p>1) Education and qualifications [35]</p> <p>2) Relevant background (Maximum marks for five similar assignments. [60]</p> <p>3) Registration number of relevant professional body where applicable [5]</p> <p style="text-align: right;">Total score: 100</p> <p>(iii) Approach & Methodology: [100]</p> <p>a) Understanding of the assignment [30]</p> <p>b) Methodology & Work Plan with resource deployment [50]</p> <p>c) Presentation on approach and methodology [20]</p> <p style="text-align: right;">Total = <u>A3</u></p> $\text{Technical Score}^* = \frac{A_1[40]}{100} + \frac{A_2[40]}{100} + \frac{A_3[20]}{100}$ <p>The minimum technical score S_t required to pass is: 65 Points. It is mandatory to obtain 50% marks in each section.</p>		
<p>The formula for determining the financial scores is the following: $S_f = 100 \times F_m / F$, in which S_f is the financial score, F_m is the lowest price and F the price of the proposal under consideration. The weights given to the Technical (T) and Financial Proposals (F) are: $T = 80$, and $F = 20$</p>		
6.1	<p>Expected date for contract finalization: _____</p>	
7.2	<p>Expected date for commencement of consulting services _____ at: <u>Karachi</u></p>	

SECTION 3: TECHNICAL PROPOSAL - STANDARD FORMS

Refer to Reference Paragraph 3.4 of the Data Sheet for format of Technical Proposal to be submitted, and paragraph 3.4 of Section 2 of the RFP for Standard Forms required and number of pages recommended.

- TECH-1 Technical Proposal Submission Form
- TECH-2 Firm's Organization and Experience
 - A Firm's Organization
 - B Firm's Experience
- TECH-3 Comments or Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be provided by the Client.
 - A On the Terms of Reference
 - B On the Counterpart Staff and Facilities
- TECH-4 Description of the Approach, Methodology and Work Plan for Performing the Assignment.
- TECH-5 Team Composition and Task Assignments.
- TECH-6 Curriculum Vitae (CV) for Proposed Professional Staff.
- TECH-7 Staffing Schedule
- TECH-8 Work Schedule

Form TECH-1 Technical Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Sir,

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 Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope¹.

We are submitting our Proposal in association with: [Insert a list with full name and address of each associated Firm]²

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If contract negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in Paragraph Reference 1.12 of the Data Sheet, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in Paragraph Reference 7.2 of the Data Sheet.

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: _____

Name of Firm: _____

Address: _____

Form TECH-2 Firm's Organization and Experience

A - Firm's Organization

[Provide here a brief (two pages) description of the background and organization of your firm/entity (including organogram) and each associate for this assignment.]

Firm Background:

Hierarchy Tree of Firm(s)

Chief Executive Officer:

Chief Financial Officer:

Chief Technical Officer (or equivalent):

B - Firm's Experience

[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this Assignment. Please provide client's certificate and/or evidence of contract agreement]

Assignment name:	Value of the contract (in current PKR or US\$):
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total N ^o of staff-months (by your firm) on the assignment:
Start date (month/year): Completion date (month/year):	Value of consultancy services provided by your firm under the contract (in current PKR or US\$):
Name of associated Firms, if any:	N ^o of professional staff-months provided by associated Firms:
Name of senior professional staff of your firm involved and functions performed in this project (indicate most significant profiles such as Project Director/Coordinator, Team Leader):	

Narrative description of Project:
Description of actual services provided by your staff within the assignment:

Form TECH-3 Comments and Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be Provided by the Client

A - On the Terms of Reference

[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]

B - On Counterpart Staff and Facilities

[Comment here on counterpart staff and facilities desired from the Client]

Form TECH-4 Description of Approach, Methodology and Work Plan for Performing the Assignment

[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal (50 pages, inclusive of charts and diagrams) divided into the following four chapters:

- a) Technical Approach and Methodology,
- b) Work Plan,
- c) Organization & Staffing, and
- d) Presentation

a) Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and for obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b) Work Plan. In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and 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. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule of Form TECH-8.

c) Organization and Staffing. In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.]

Form Tech-5 Team Composition and Task Assignments

<i>Professional Staff</i>					
Name of Staff	CNIC No./Passport No.	Firm	Area of Expertise	Position Assigned	Task Assigned

Form TECH-6 Curriculum Vitae (CV) for Proposed Professional Staff

TITLE: CV submitted for the project [Name of project and city for which the person is proposed]

1. **Proposed Position** [*only one candidate shall be nominated for the position of team leader*]: _____
2. **Name of Firm** [*Insert name of firm proposing the staff*]: _____

3. **Name of Staff** [*Insert full name*]: _____
4. **Date of Birth:** _____ **Nationality:** _____
5. **CNIC or Passport No:** _____ **Contact No:** _____
6. **Education:**

<i>Degree/ Qualification</i>	<i>Specialization</i>	<i>Institution</i>	<i>Date (MM/YYYY)</i>

7. **Membership of Professional Associations:** _____

8. **Other Training** [*Indicate significant training since degree/ qualification under 6 - Education were obtained*]: _____

9. **Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]: _____

10. **Employment Record** [*Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:

<i>Employer</i>	<i>Position</i>	<i>From (MM/YYYY)</i>	<i>To (MM/YYYY)</i>

<p>11. Detailed Tasks Assigned</p> <p><i>[List all tasks to be performed under this assignment]</i></p>			

<p>12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</p> <p><i>[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]</i></p> <p>1) Name of assignment or project: _____ Year: _____ Location: _____ Client: _____ Main project features: _____ Positions held: _____ Activities performed: _____</p> <p>2) Name of assignment or project: _____ Year: _____ Location: _____ Client: _____ Main project features: _____ Positions held: _____ Activities performed: _____</p>			
---	--	--	--

3) Name of assignment or project: _____
 Year: _____
 Location: _____
 Client: _____
 Main project features: _____
 Positions held: _____
 Activities performed: _____

[Unroll the project details group and continue numbering (4, 5, ...) as many times as is required]

13. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes my qualifications, my experience, and myself. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date: _____
[Signature of staff member] *Day/Month/Year*

Full name and signatures of authorized representative: _____

FormTECH-7 Staffing Schedule¹

Full time input
Part time input

Year: _____																	
N°	Name of Staff	Staff input (in the form of a bar chart) ²												Total staff-month input			
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Home	Field ³	Total	
Foreign																	
1		[Home]															
		[Field]															
2																	
3																	
n																	
												Subtotal					
Local																	
1		[Home]															
		[Field]															
2																	
n																	
												Subtotal					
												Total					

1 For Professional Staff the input should be indicated individually; for Support Staff it should be indicated by category (e.g.: draftsmen, clerical staff, etc.).

2 Months are counted from the start of the assignment. For each staff indicate separately staff input for home and fieldwork.

3 Fieldwork means work carried out at a place other than the Firm's home office.

SECTION 4: FINANCIAL PROPOSAL - STANDARD FORMS

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided under para. 3.6 of Section 2. Such Forms are to be used whichever is the selection method indicated in para. 4 of the Letter of Invitation.

FIN-1 Financial Proposal Submission Form

FIN-2 Summary of Costs

FIN-3 Breakdown of Costs by Activity

FIN-4 Breakdown of Remuneration

FIN-5 Reimbursable Expenses

FORM FIN-1 FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of Client]

Dear Sir,

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 sum of [Insert amount(s) in words and figures¹]. This amount is inclusive of all the applicable taxes.

Our Financial Proposal shall be binding upon us up to expiration of the validity period of the Proposal, i.e., before the date indicated in Paragraph Reference 1.12 of the Data Sheet.

No commissions or gratuities have been or are to be paid by us to agents 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: _____

Name of Firm: _____

Address: _____

FORM FIN-2 SUMMARY OF COSTS

Item	Costs
	Pak Rupees
Total Costs of Financial Proposal ²	

1 Indicate the total costs, including of local taxes, to be paid by the Client in local currency. Such total costs must coincide with the sum of the relevant Subtotals indicated in all Forms FIN-3 provided with the Proposal.

Form FIN-3 Breakdown of Costs by Activity¹

Group of Activities (Phase):² _____ _____	Description:³ _____ _____
<i>Cost component</i>	Costs
	Pak Rupees
Remuneration ⁵	
Reimbursable Expenses ⁵	
Subtotals	

1 Form FIN-3 shall be filled at least for the whole assignment. In case some of the activities require different modes of billing and payment (e.g.: the assignment is phased, and each phase has a different payment schedule), the Firm shall fill a separate Form FIN-3 for each group of activities. The sum of the relevant Subtotals of all Forms FIN-3 provided must coincide with the Total Costs of Financial Proposal indicated in Form FIN-2.

2 Names of activities (phase) should be the same as, or correspond to, the ones indicated in the second column of Form TECH-8.

3 A short description of the activities whose cost breakdown is to be provided in this Form.

4 Indicate between brackets the name of the local currency.

5 Remuneration and Reimbursable Expenses must respectively coincide with the relevant Total Costs indicated in Forms FIN-4, and FIN-5.

FORM FIN-4 BREAKDOWN OF REMUNERATION¹

Name ²	Position ³	Staff-month Rate ⁴
Local Staff		
		[Home]
		[Field]
Foreign Staff		
		[Home]
		[Field]

- 1 Form FIN-4 shall be filled in for the same Professional and Support Staff listed in Form TECH-7.
- 2 Professional Staff should be indicated individually; Support Staff should be indicated per category (e.g.: draftsmen, clerical staff).
- 3 Positions of the Professional Staff shall coincide with the ones indicated in Form TECH-5.
- 4 Indicate separately staff-month rate and currency for home and fieldwork.

FORM FIN-5 BREAKDOWN OF REIMBURSABLE EXPENSES

N°	Description ¹	Unit	Unit Cost ²
	Miscellaneous travel expenses	Trip	
	Communication costs between [<i>Insert place</i>] and [<i>Insert place</i>]		
	Drafting, reproduction of reports		
	Equipment, instruments, materials, supplies, etc.		
	Shipment of personal effects	Trip	
	Use of computers, software		
	Laboratory tests.		
	Sub-contracts		
	Local transportation costs		
	Office rent, clerical assistance		

- 1 Delete items that are not applicable or add other items according to Paragraph Reference 3.6 of the Data Sheet.
- 2 Indicate unit cost and local currency.
- 3 Indicate route of each flight, and if the trip is one- or two-way.

FORM FIN-6 – CONSULTANT’S REPRESENTATIONS REGARDING COSTS AND CHARGES

A - Undertaking

Consulting Firm:

Assignment:

Date:

We hereby confirm that:

- (a) the basic salaries indicated in the attached table are taken from the firm’s payroll records and reflect the current salaries of the staff members listed which have not been raised other than within the normal annual salary increase policy as applied to all the firm’s staff;
- (b) attached are true copies of the latest salary slips of the staff members listed;
- (c) the away from headquarters allowances indicated below are those that the Firms have agreed to pay for this assignment to the staff members 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 Consulting Firm]

 Signature of Authorized Representative

 Date

Name: _____

Title: _

B – Firm’s Breakdown Regarding Costs and Charges

(Expressed in *[PKR Local currency]*)

Personnel		1	2	3	4	5	6	7	8
Name	Position	Basic Salary per Working Month/Day/Year	Social Charges ¹	Overhead ¹	Subtotal	Fee ²	Away from Headquarters Allowance	Proposed Fixed Rate per Working Month/Day/Hour	Proposed Fixed Rate per Working Month/Day/Hour ¹
Home Office									

Field									

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

SECTION 5: TERMS OF REFERENCES

1. Introduction

Karachi, the capital of Sindh province, is the largest city of Pakistan and the twelfth largest city in the world. As per the 2017 Census, Karachi's population stood at 16.5 million, although the demographers and concerned quarters are of the opinion that the city has crossed the 20 million marks. If one takes official figures as a benchmark, over a 17-year period (1981-98) Karachi added a population of 4.4 million to the base population of 5.4 million (1981) and over 19 years (between 1998 and 2017) it added a population of 6.19 million to the base population of 9.8 million (1998). Though Karachi was always pre-dominantly urban, the share of urban varies in various census. Karachi's rural population has increased slightly. Karachi was 55.32 percent urban in 1941 as compared to 92.89 percent in the year 2017. It is also important to mention that the gap, in-terms of percentage, between the two genders is narrowing down. In the 1998 census female population was 46.29 percent of the total population and in the year 2017 it rose up to 47.42 percent. The Gender Gap is narrowing down and the fact poses a challenge for planners.

With its location on the Arabian Sea, Karachi serves as a transport hub, and is home to Pakistan's two largest seaports, the Port of Karachi and Port Bin Qasim, as well as Pakistan's busiest airport, Jinnah International Airport. Karachi collects more than a third of Pakistan's tax revenue. The city faces several challenges. Climate change, global warming, extinction of species, social crime, disasters, income inequality, food security; and the collapse of our ecological, sociological and economic systems at the national level are some major and interconnected crises. Both of these crises are a result of economic growth and are a threat to the existence of human kind and bio-diversity in the Karachi Region. It may be noted that larger urban regions such as Karachi are engines of economic growth but they are also the biggest consumers of the world's resources, and the biggest contributors to pollution, waste and environmental degradation. About 75% of the global economic production takes place in urban areas. Cities are responsible for 67% of the total global energy consumption and more than 70% of greenhouse gas emissions and these trends significantly intensify the severity of two great challenges of our time: climate change and energy security¹.

Karachi is confronting serious urban issues, such as overcrowding, dilapidated physical infrastructure, the absence of decent public transport/ mass transit, the mushrooming growth of

¹ <http://urban.ias.unu.edu/index.php/cities-and-climate-change/>.

slums and Katchi Abadis, the inefficient provision of basic utilities, environmental degradation etc. due to absence of a comprehensive Master Plan. Although several Master Plans were prepared in the past, none of them ever got implemented. The most recent, the Karachi Strategic Development Plan (KSDP-2020) was prepared in 2007 during the tenure of the City District Government Karachi. The KSDP was prepared to set out the strategic framework and overall development of the city over the next 15 years. The time period of KSDP 2020 has already concluded. There is a need for preparing a Greater Karachi Region Plan to guide the process of urban development, strategize the allocation and utilization of public resources, facilitate the private sector to contribute to business and commercial activities, boost innovative initiatives of the Government of Sindh, including public-private partnerships in various sectors, identify the key situations for benefitting the urban and rural poor, provide a mechanism for uplifting the quality of life for the residents and visitors, formulate initiatives to safeguard the precious environmental and ecological assets, facilitate access to cheap and affordable commuting options, extend access to clean and safe drinking water to all residents, provide and manage waste water disposal and treatment systems, ensure a safe and environmentally sustainable solid waste disposal and resource retrieval system, provide and manage social welfare facilities, articulate the institutional coordination mechanism between various agencies and tiers of government, effecting an appropriate communication strategy pertinent to planning and development, capacity building of the responsible institutions (particularly the Urban Policy and Strategic Planning Unit of Government of Sindh), and harnessing resource mobilization for achieving the laid down objectives of the plan. To achieve these objectives, it is useful to review the retrospect of the plans prepared so far for Karachi, especially during the post-independence period.

2. Previous Master Plans of Karachi

- The Greater Karachi Plan was prepared in 1951 to scientifically accommodate its administrative functions.
- The Greater Karachi Resettlement Plan was prepared in 1958 which aimed to house newcomers in self-contained satellite towns, with broad-based industrial and commercial locations as the focal spines.
- In 1973, the Karachi Development Authority's master plan department prepared a comprehensive development plan after a lengthy process of data collection and analysis.
- The Karachi Development Authority's also made the next plan for 1986-2000 with effective input from national and international experts.

- After civic agencies were merged, the (now defunct) City District Government Karachi prepared the Karachi Strategic Development Plan (KSDP) 2020.

3. Study Area

The proposed assignment extends over the entire Karachi Division, consisting of seven administrative districts, 6 cantonments, and the Federal and Provincial governments land-holding agencies. For the purpose of setting Karachi in its proper context, the assignment shall also include the geographical and socio-economic links with the adjoining divisions in Sindh and Baluchistan. The area lying north of the Hub Dam, being part of the Kirthar National Park, which is the third largest national park of the country and a protected natural site where no intervention is allowed that may alter its natural characteristics, has been excluded from the plan area. A Greater Karachi Planning Region shall be geographically established to determine the zone of influence for conducting the present planning exercise for the purpose of studying and analyzing the various trends, challenges and potentials that shall contribute to the optimization of performance of the metropolis and beyond.

A range of studies shall be undertaken to inform the planning process in order to evolve a mechanism that could fulfil the periodic planning, development and management need of the metropolis. All types of surveys and studies either highlighted or not highlighted in TORs shall be under taken in all sector & sub-sector, is necessary for the Master Planning of any Metropolitan city. An outline of these studies is provided in section 6 of this report. After seeking the due approvals from the Government of Sindh, KDA Master Plan Wing shall initiate a process of acquiring the services of consultants for undertaking the below mentioned assignment as per Government advice.

4. Planning Process Objectives

The planning process objectives are as follows:

- a) To review KSDP-2020, KDP 1986-2000 and KDP 1973-85.
- b) To undertake a comprehensive literature survey as a premise of generating, reviewing and critically examining information for the purpose of planning for the Greater Karachi Region (government publications, reports/documents prepared by international financial agencies, UN agencies, independent organizations, researchers and related stakeholders may be included in the discourse).
- c) To establish and signify the role and contribution of the Greater Karachi Region in the context of Sindh and Pakistan.

- d) To initiate a land information system commonly subscribed and adopted by all land-owning agencies and entities in the Greater Karachi Region.
- e) To undertake socio-economic survey of 0.1 percent households in the Greater Karachi Region in order to augment understanding about the social and economic status of the peoples.
- f) Review all relevant sectoral policies, strategies and projects at a national and provincial level and set guidelines for the direction of development for the proposed master plan. For example, poverty alleviation and eradication policies and strategies, housing policy, environmental policy, CPEC Project, etc.
- g) Identify and review all the relevant international conventions that the country is signatory to, and ensure the guidelines are followed, e.g., SDGs of the UN.
- h) Outline strategies for sustainable development patterns ensuring food security, climate change mitigation, adaptation and resilience.
- i) Outline a stakeholder engagement process plan. Keeping an emphasis on public participation at all stages of the planning process including, but not limited to, data collection, trend identification, problem identification, possible projects identification, institutional arrangements, etc.
- j) Examine the status of land supply for various purposes; analyzing and proposing the reforms for the future.
- k) Identify key issues in the relationship between housing, especially for low-income groups in the periphery, job locations and public transportation, and strategies for improved connectivity between these three sectors to ensure compact and sustainable development.
- l) Study the process, systems and triggers for the delivery of physical and social infrastructure, assessing their pros and cons; planning for the future.
- m) Identify key issues in the social, economic, environment and urban infrastructure sectors, which constrain the desired direction of development of the city.
- n) Outline a strategy for adapting to alternative energy sources.
- o) Set out a strategic framework against the backdrop of current socio-economic conditions, and formulating a strategy for its delivery.

- p) Outline the immediate action plan components as derived from the main planning document.
- q) Strategize the involvement of the private sector in health, education, utilities and housing and other infrastructural development.
- r) Propose the future development trends in short term, medium term and long-term plans.
- s) Undertake a risk assessment for implementation of the plan, keeping the institutional, legal and socio-cultural environment into view.
- t) Develop proposals for improved and reliable transport and communication infrastructure (local, regional, national and international) to enable mobility and trade.
- u) Establish an effective and collaborative institutional structure that ensures the full participation of all stakeholders and citizens.
- v) Analyze and propose a mechanism to link up the budgetary allocations of the federal, provincial and other agencies for development works with the proposals of this plan.
- w) Review and analyze all the laws, statutes and regulations (including the valid and applicable court judgements) related to the planning and development of Karachi, and develop proposals to streamline them for reform.
- x) Develop the draft of a legal instrument that could extend legal cover to the planning outputs so prepared through this assignment.
- y) Study, identify and propose the approaches to safeguard and conserve the ecological assets of the city.
- z) To review & study the existing Karachi physically in all respect for sustainable regional planning.

5. Strategic Issues for the Planning Process

Based upon the findings of the aforementioned reviews and analysis, the consultant shall develop a list of strategic issues as part of the Planning Process and Output Review. The Consultant shall provide an action programme to address the strategic issues for the next 24 years and prepare a short-term plan or a phased programme with 5-year increments. The detailed action programmes must address the following issues:

- i. Strategy for possible regularization of illegal and unauthorized construction and measures to address haphazard urban sprawl.

- ii. Commercial area upgrade using ‘compact, high-density and mixed-use’ urban design principles.
- iii. Sustainable supply and management of water, energy, and food systems at different scales (household and neighborhood to metropolitan and regional).
- iv. The provision of a fair distribution of community facilities including parks, playgrounds, graveyards etc.
- v. Institutional facility improvements including education, health, social and cultural buildings.
- vi. “Comprehensive Mobility Plan” for the multi-modal development of pedestrian, bicycle, mass transit and vehicular traffic infrastructure. The plan shall also meet the transportation requirement to include the identification of terminals for various modes of transportation.
- vii. Sustainable urban design of new and existing sectors (urban regeneration).
- viii. Urban Renewal programme for the historic areas of Karachi.
- ix. *Katchi Abadis* regularization and rehabilitation.
- x. Tourism development plan including archeology, art galleries, museums and entertainment centers.
- xi. Detailed Plan for environmental management focusing on solid waste management, the protection of natural streams and the improvement of air quality.
- xii. Development of a smart and sustainable plan incorporating energy efficiency.
- xiii. Climate change action plan.
- xiv. Institutional strengthening framework for implementation of the Plan; Financial Plan including City Business Modes, enhanced tariff, and revenue generation for implementation of the Master Plan.
- xv. Mechanism for Public Private Partnership in City Planning & Development.
- xvi. The consultant shall also review and propose amendments to the existing laws, rules, and regulations
- xvii. Identification of sectoral plans/ programmes/ projects in line with the strategies defined above, and which will need to be broken down into short, medium and long-term plans/ programs/ projects. While identifying programmes and projects, Disaster Risk Reduction and Management (DRRM) measures must be considered.

6. Scope of Services

The scope of this assignment is to update KSDP 2020 and resultantly produce a regional economic development plan, comprehensive regional land use plan, strategic short, medium,

and long-term projects/sectoral plans, and implementation arrangements including institutional framework and financial plans as well as the provisions for a periodic revision of the plan. It will also include defining a vision and broad strategies at both regional and local levels. The plan shall include the preparation of strategies and action plans with performance indicators, budgeting, institutional arrangements and monitoring mechanisms for at least the following sub-sectors: regional land use planning, economic development, infrastructure development, balanced urbanization, urban / rural land management, environmental planning and management, disaster risk management, water supply and wastewater management, solid waste management, urban transport & mass transit strategies, etc. All the workings shall be based on the baseline data, produced both from primary and secondary sources, trend analysis, SWOT analysis, multiple scenario development, and leading to proposals.

All mapping needs to be GIS-based and using on time series satellite imagery. The latest colored satellite image, with a spatial resolution of 0.15 meters or higher and a DEM of resolution of 1 meter shall also be used for mapping and other studies. The plan should be articulated within broader international, national, provincial, regional development frameworks. A review of all related policies and guidelines at the local, regional, national and international levels, such as: SDGs, National Vision Plans and policies shall be undertaken by the consultant. The proposed plan should also be responsive to current CPEC connectivity. The plan should deal with all regional infrastructure such as: Railways, Water ways, Airways, Coastal sites, Tourism Nodes, Communication infrastructure, Sewerage disposal and treatment, Solid waste disposal sites, and any other social, economic and physical infrastructure. The plan should deal with major economic sectors and systems such as: Service sector, Industrial sector, Port, Strategic installations, Security reserves, Markets, and Tourism, etc.

Extensive and multi-level consultation with all stakeholders including but not limited to government officials, civil society, business groups, trade associations, academia, and general citizens, etc., will be part of the master planning process, using all possible soft and hard means. An appropriate system shall be developed to ensure all progress works are available online for anyone to study it, supported by a system for inquiries, complaints and feedback procedures, ensuring transparency and inclusiveness. The Consultant shall undertake the following studies to shore up the overall quality and content of the plan:

- i. Land supply process for various purposes.
- ii. Ecological assets and climate change matters.

- iii. Urban economy of Karachi.
- iv. Public health and emerging challenges.
- v. Potential Disasters, preparedness for mitigation and challenges.
- vi. Socio-cultural, political and religious characteristics of the city.
- vii. Population dynamics, migrations and settlement process.
- viii. Physical and social infrastructure.
- ix. Institutional arrangements in planning, developing and managing Karachi.
- x. Maintenance of public safety and security in Karachi.
- xi. Stakeholder, interest groups and core establishment aspirations towards Karachi.
- xii. Demand and supply triggers influencing the planning process.
- xiii. Interconnectivity between housing (high-, middle- and low-income groups), job locations and public transport.
- xiv. Energy demand and supply trends.
- xv. Legal and statutory regime.
- xvi. Municipal Resources, Taxation and Revenue.

The consultant shall coordinate with all public and private stakeholders at all levels for sustainable and comprehensive Master Planning.

The consultant would be responsible to coordinate with all stakeholders at all stages and incorporate their inputs/comments for preparing comprehensive Greater Karachi Regional Plan 2047.

7. Timeline

Sr. No.	Benchmark	Timeline (Days)	Months
A	Procurement Process	90	3
B	Constitution of Technical Committees	-	-
C	Greater Karachi Regional Planning Process	720	24
D	Public & Private Stakeholders Engagement	120	4
E	Approval of GKRP-2047	60	2

* The Time Period for the Consultancy Services shall be for 24 months.

8. Deliverables

The consultant is required to carry out at least 05 following consultative sessions. The consultation process is not just restricted to open seminars but includes wider dissemination of

the plan through electronic, print and social media. The consultant must arrange and widely disseminate the venues for all formal consultation sessions.

S. No.	Deliverables
1	Inception Report
2	Situation Analysis Report
3	Digital Base Map with Explanatory Report
4	SWOT Analysis and Future Vision Report
5	Draft Strategic Development Plan Report
6	Draft Economic Development Plan Report
7	Draft Immediate Action Plan Report
8	Draft Priority Projects Report
9	Draft Disaster Management Plan
10	Draft Climate Change, Resilience & Adaptability Plan
11	Draft Sustainable Development Goals SDGs Implementation Plan
12	Final Strategic Development Plan Report

** The consultant will also take the consent of all the stakeholders with close coordination with the Client (i.e., KDA) for all reports which would be deemed necessary for the subject services.*

9. Payment Schedule

Payment shall be made to the Consultant after approval of the UPSPU, as per following schedule: -

Sr. No.	Description	Weightage %age
1	On Submission of Inception Report	10%
2	On Approval of approval of Inception Report	10%
3	On Submission of Situation Analysis Report	10%
4	On Approval of Situation Analysis Report	10%
5	On Submission of all draft Reports	30%
6	On approval of all draft Reports	10%
7	On approval of the draft final Greater Karachi Regional Plan Report	10%
8	On approval of the Final Greater Karachi Regional Plan Report along with all deliverable reports/ maps	10%