

PAKISTAN MICROFINANCE INVESTMENT COMPANY LIMITED (PMIC)

Hiring of a Firm to act as an Independent Verification Agent for verification of Solar Installation

REQUEST FOR PROPOSAL

Introduction of Company

Pakistan Microfinance Investment Company Limited (PMIC) is registered as an Investment Finance Company under NBFCs. The purpose of the organization is to provide a wide range of financial services to inter alia microfinance institutions and microfinance banks to promote financial inclusion in Pakistan to alleviate poverty and contribute to broad based development.

Instructions to bidders

- a) Sealed Technical and Financial proposals in separate envelopes must be delivered to the address below, clearly mentioning the title of the assignment on the top-right of the envelope, **not later than 2 PM on October 4, 2024. Firm/consultant shall also share pdf version of the technical proposals on the below mentioned email addresses.**

Head of Procurement

Pakistan Microfinance Investment Company Limited (PMIC)

Plot # 55-C, 21st Floor, Ufone Tower, Blue Area, Islamabad

Phone: (051) 8487820-40

Email: yasir.masud@pmic.pk

Cc.: ahmed.saleh@pmic.pk

- b) All documents relating to the RFP shall be written in English language.
- c) The complete proposal shall consist of the following documents:
- Technical proposal consisting of the following.
 - Firm's/consultant background & experience.
 - Examples of past experience and in financial/microfinance sector
 - Proposed timeline
 - Proposed methodology
 - Expertise of technical staff
 - Valid NTN # or Company registration documents
 - Financial proposal
 - A detailed budget reflective of all activities identified separately.
- d) Firm/Consultant may express the price only in PKR (inclusive of all applicable taxes).
- e) All queries must be directed to yasir.masud@pmic.pk, Cc. ahmed.saleh@pmic.pk **no later than September 23, 2024.**
- f) The proposals shall remain valid for Forty-Five (45) days after the proposal submission deadline established by PMIC. A proposal valid for a shorter period shall be rejected as non-responsive. In exceptional circumstances, prior to the expiration of the bid validity period, PMIC may request all firms/consultants who submitted their proposals to extend the period of validity of their proposal for a specified additional period. The request and the responses shall be made in writing. If the firm/consultant agrees to extend the validity, it shall be done without any change in the original proposal. The firm/consultant has the right to refuse to extend the validity in which case such proposals will not be further evaluated.

- g) Evaluation Criteria: **Quality and Cost Based.** (70% Quality, 30% Cost)
- h) The evaluation of proposals will be based on:
- Technical responsiveness/full compliance to the RFP requirements
 - Full acceptance of the general terms and conditions stated in the RFP.
 - Past clientele served.
- i) At any time prior to the deadline for submission of proposals, PMIC may amend the RFP and communicate to the vendors. To give prospective firms/consultants reasonable time in which to take the amendment into account in preparing their proposals, PMIC may, at its discretion, extend the deadline for the submission of proposals. Similarly, at any time PMIC may, at its own discretion, call off this RFP.

TERMS OF REFERENCE (TORs)

Background

PMIC is currently deploying a PMIC KfW Renewable Energy Initiative through Microfinance - PRIME program. This is a Euro 15 million KfW supported program to finance high quality and certified Solar Home Solutions (SHS) for the poor and off-grid areas in Pakistan. The 10 years program aims to reach out to more than 75,000 households with access to clean energy and also focuses on building capacity of microfinance providers, catalyze market development and financing of solar products. PMIC has already provided PKR 163 Million financing to 33,000 clients under this program. KfW has recently approved an additional Euro 5 Million subsidy scheme for the program to help provide the solar systems to rural communities in Sindh and Punjab at subsidized rates.

OBJECTIVES OF THE ASSIGNMENT

1. The overall objective of this assignment is to verify the installation of the solar system installed at the MFP client's premises.
2. Provide Third Party Inspection and Verification services at various locations in Sindh and Punjab where solar systems will be installed. The Inspection and Verification will be performed to ensure that the equipment installed meets the design specifications and quality standards adopted in the PRIME program.
3. Subsidized products reach their intended beneficiary and they have not already received a subsidy.

SCOPE OF WORK

The contracted party ("Service Provider") shall be responsible for achieving the objectives listed above and shall act as the "independent verification agent (IVA)" on behalf of PMIC. For solar solutions up-to 500 watts, 25% systems will be randomly verified by the IVA. While for larger systems (500 watts and above), the IVA's approval would be mandatory for consideration under the subsidy scheme. The MFPs, IVA and vendors will be provided access to enter information in the web-based field monitoring software, so as to bring efficiency and transparency in installation of solar systems and reimbursement of end user subsidy. IVA shall carry out physical verification on installed solar system to ensure the following.

- Systems installed meets the technical specifications and quality standards adopted in the program.
- Physical verification of MFP client to whom subsidy is being provided
- Physical verification of completion;
- Upload time stamped and geotagged digital photos of the installations.
- Test/verification of conformity of installation guidelines, effective operations of the service;
- Upload pictures of verified installations in the digital platform (e.g. beneficiary, house/shop, product);
- Preparation of regular Progress Reports, including recommendations to PMIC on scheme modifications;
- Preparation of periodic Evaluation Reports and an assignment completion report
- Evaluate whether the installed products are environment friendly
- Give a report vendor-wise report on the quality of the system installed

Qualification and experience of firm

The Consultant with the following qualifications is invited to participate in the independent verification agent's assignment.

1. The firm shall be a top tier NGO or a consulting firm with a minimum of ten (10) years operational existence as an organization and must show evidence of having supervised similar types of projects.
2. The firm must have a conducted at least 1 similar assignment in last 5 years
3. The firm must show evidence of annual turnover in any of the last five years of not less than PKR 50 million.
4. The firm must show evidence of a minimum amount of liquid assets and/or credit facilities net of other contractual commitments of not less than PKR 25 million.
5. The firm must have strong foot print in MFP's operational areas (predominantly Sindh and Punjab)
6. The firm shall demonstrate that it has the ability to deploy resource persons in multiple rural locations if and when necessary. Those resource persons must be fluent in Punjabi, Saraiki, Sindhi and Urdu languages.
7. The firm must have experience with rural economies through past assignments. Familiarity with rural energy interventions will be advantageous including engagement with energy access companies and equipment or service providers.
8. updated on the latest advancements in solar technology, regulations, and industry best practices; access to resources to verify the system in line with the KfW requirements
9. Excellence in computer skills is mandatory for all proposed staff.
10. The firm must have the ability to gather data from field, upload required information through a software and capacity to track GIS coordinates for the field visits
11. The ability to deploy a robust data collection with capacity to track GIS coordinates for the field visits evidence of similar deployment in the past will be essential.
12. The firm must have basic understanding about microfinance business and how a loan is sanctioned by Microfinance Providers - MFPs

TEAM COMPOSITION & QUALIFICATION REQUIREMENTS

The Consultant shall provide the following experienced personnel to carry out the assignment with the following minimum qualifications:

1. **Team Leader:** At least 10 years' experience in team management; Master's degree (sixteen years of education) in Business Administration, Project Management, Engineering/ Social Sciences or any other relevant qualification. Due weightage shall be accorded to an individual who has successfully led the completion of similar contracts/projects.
2. **Field Monitoring Supervisor/Officer for Punjab and Sindh:** Should have experience in setting up monitoring, evaluation frameworks and use of computer-based tools; at-least 05 years of relevant experience; Bachelor's degree in Development Studies, Business Administration, Public Administration, and Social Sciences or any other relevant qualification.

Solar inspector: Should have experience in working with solar installations and is familiar with IEC standards and technical specifications; at-least 5 years of relevant experience: preferably DAE in Electrical or equivalent.

Contractual information

PMIC shall award the contract to the firm/consultant whose proposal has been determined to be substantially responsive to the RFP and which has the highest combined technical and financial score.

Proposal Submission Form

The attached proposal submission form shall be filled in and shared with the proposal.

