

REQUEST FOR PROPOSAL

Procurement of Consultancy Services

(Individual Consultant – Advisory)

**Hiring of One (01) Individual Consultant (Advisory) for the
Establishment of Centre of Excellence for Autism**

**Ministry of Federal Education and Professional
Training, Pakistan**

July 2026

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SECTION 1: LETTER OF INVITATION

REQUEST FOR PROPOSAL

(INDIVIDUAL CONSULTING SERVICES – ADVISORY)

Ministry of Federal Education and Professional Training

Establishment of Centre of Excellence for Autism

Hiring of One (01) Individual Consultant (Advisory) for the Establishment of Centre of Excellence for Autism

1. This Invitation for submission of Proposals is issued by the Ministry of Federal Education and Professional Training (M/o FE&PT) for the hiring of one (01) Individual Consultant (Advisory) for the Project “Establishment of Centre of Excellence for Autism”, in accordance with the PPRA Procurement of Consultancy Services Regulations, 2010.
2. The M/o FE&PT now invites proposals from the eligible consultants to provide the Individual Consultant (Advisory) for the Establishment of Centre of Excellence for Autism. More details on the services are provided in the Terms of Reference (Section 6).
3. A consultant will be selected under Quality and Cost Based Selection (QCBS) and the procedures described in this RFP. Furthermore, the Consultant will be selected in accordance with the PPRA Rules 2004 Section 36(b) and the Procurement of Consultancy Services Regulations, 2010.
4. The RFP includes the following documents:
 - Section 1 – Letter of Invitation
 - Section 2 – Instructions to Consultants and Data Sheet
 - Section 3 – Technical Proposal (STP) – Standard Forms
 - Section 4 – Financial Proposal – Standard Forms
 - Section 5 – Eligible Countries
 - Section 6 – Terms of Reference
 - Section 7 – Standard Form of Contract (Time-based Contract)
5. The proposal must reach the address below in hard copy by courier, comprising the technical proposal and a sealed financial proposal stating the proposed monthly rate (inclusive of all taxes), no later than 28-07-2026 on or before 10:00 AM.

Shah Jehan

Deputy Secretary

Ministry of Federal Education and Professional Training,
Room No. 227, D-Block, Pak Secretariate, Islamabad

Tel: 051-9103915

SECTION 2: INSTRUCTIONS TO CONSULTANTS AND DATA SHEET

INSTRUCTIONS TO CONSULTANTS

General Instructions to Consultants

A. Preparation of Proposals

1. Definitions

1.1 The following definitions shall apply throughout this RFP:

“Applicable Law” means the laws and any other instruments having the force of law in Pakistan, as they may be issued and in force from time to time.

“Consultant” means the individual professional consultant who may provide or provides the Services to the Procuring Agency under the Contract.

“Contract” means the legally binding written agreement signed between the Procuring Agency and the Consultant and includes all the attached documents listed in its Clauses.

“Data Sheet” means an integral part of the Instructions to Consultants (ITC) Section 2 that is used to reflect specific country and assignment conditions to supplement, but not to over-write, the provisions of the ITC.

“Day” means a calendar day.

“ITC” means this Section 2 of the RFP, i.e., the Instructions to Consultants that provides the Consultant with all information needed to prepare the Proposal.

“LOI” means Section 1 of the RFP, i.e., the Letter of Invitation being sent by the Procuring Agency to the Consultant.

“Personnel” means, collectively, the Consultant and any other personnel deployed by the Consultant in the performance of the Services.

“Proposal” means the Technical Proposal and the Financial Proposal of the Consultant.

“Procuring Agency (PA)” means the Ministry of Federal Education and Professional Training (M/o FE&PT).

“RFP” means this Request for Proposals prepared by the Procuring Agency for the selection of the Consultant.

“Services” means the work to be performed by the Consultant pursuant to the Contract.

“TORs” means the Terms of Reference (Section 6 of the RFP) that explain the objectives, scope of work, activities, tasks, responsibilities, expected results and deliverables of the assignment.

2. Introduction

2.1 The Procuring Agency named in the Data Sheet intends to select a Consultant from those listed in the Letter of Invitation, in accordance with the method of selection specified in the Data Sheet. The eligible Consultant is invited to submit a Technical Proposal and a Financial Proposal, as specified in the Data Sheet, for the consulting services required for the assignment named in the Data Sheet. The Proposal will be the basis for negotiating and ultimately signing the Contract with the selected Consultant.

2.2 The Consultant should familiarize himself/herself with the local conditions and take them into account in preparing the Proposal, including attending a pre-proposal conference if one is specified in the Data Sheet. Attending any such pre-proposal conference is optional and is at the Consultant's expense.

- 2.3 The Procuring Agency will timely provide, at no cost to the Consultant, the inputs, relevant project data, and reports required for the preparation of the Consultant's Proposal as specified in the Data Sheet.

3. Conflict of Interest

- 3.1 The Consultant is required to provide professional, objective, and impartial advice, at all times holding the Procuring Agency's interests paramount, strictly avoiding conflicts with other assignments or his/her own interests, and acting without any consideration for future work.
- 3.2 The Consultant has an obligation to disclose to the Procuring Agency any situation of actual or potential conflict that impacts his/her capacity to serve the best interest of the Procuring Agency. Failure to disclose such situations may lead to the disqualification of the Consultant or the termination of the Contract and/or sanctions by the Authority.
- 3.3 Without limitation on the generality of the foregoing, the Consultant shall not be hired under the circumstances set forth below:
- i. Conflict between consulting activities and procurement of goods, works or non-consulting services related to the assignment.
 - ii. Conflict among consulting assignments that, by their nature, may be in conflict with another assignment of the Consultant for the same or another Procuring Agency.
 - iii. Relationship with the Procuring Agency's staff: a Consultant who has a close business or family relationship with a professional staff of the Procuring Agency who is directly or indirectly involved in the preparation of the ToRs, the selection process, or the supervision of the Contract, may not be awarded a Contract, unless the conflict has been resolved in a manner acceptable to the Authority.

4. Unfair Competitive Advantage

- 4.1 Fairness and transparency in the selection process require that the Consultant competing for this assignment does not derive a competitive advantage from having provided consulting services related to the assignment in question. To that end, the Procuring Agency shall indicate in the Data Sheet and make available to all eligible Consultants together with this RFP all information that would in that respect give any Consultant an unfair competitive advantage over competing Consultants.

5. Corrupt and Fraudulent Practices

- 5.1 The Authority requires compliance with its Regulatory Framework in regard to corrupt and fraudulent practices.
- 5.2 In further pursuance of this Regulatory Framework, the Consultant shall permit and shall cause its agents, sub-contractors, service providers, suppliers, and personnel to permit the Procuring Agency to inspect all accounts, records and other documents relating to any short-listing process, Proposal submission, and contract performance (in the case of award), and to have them audited by auditors appointed by the Procuring Agency.

6. Eligibility

- 6.1 The Procuring Agency permits consultants (individuals) from all eligible countries to offer consulting services for the project, subject to the provisions of Section 5 (Eligible Countries).
- 6.2 It is the Consultant's responsibility to ensure that he/she meets the eligibility requirements.
- 6.3 Sanctions: A firm or an individual declared blacklisted by the Authority shall be ineligible to participate in the procurement process or to be awarded a contract, during such period of time as

the Authority shall determine. The list of debarred firms and individuals is available at the electronic address specified in the Data Sheet.

- 6.4 Prohibitions: Firms and individuals of a country may be ineligible if so indicated in Section 5 (Eligible Countries).
- 6.5 Restrictions for public employees: Government officials and civil servants of Pakistan are not eligible to be engaged as the Consultant unless such engagement does not conflict with any employment or other laws, regulations, or policies of the Government of Pakistan, and they (i) are on leave of absence without pay, or have resigned or retired; (ii) are not being hired by the same agency they were working for before going on leave of absence without pay, resigning, or retiring (in case of resignation or retirement, for a period of at least two years, or the period established by statutory provisions applying to civil servants, whichever is longer); and (iii) their hiring would not create a conflict of interest.

B. Preparation of Proposals

7. General Considerations

- 7.1 In preparing the Proposal, the Consultant is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.

8. Cost of Preparation of Proposal

- 8.1 The Consultant shall bear all costs associated with the preparation and submission of the Proposal, and the Procuring Agency shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. The Procuring Agency is not bound to accept any proposal, and reserves the right to annul the selection process in accordance with the procurement regulatory framework at any time prior to Contract award, without thereby incurring any liability to the Consultant.

9. Language

- 9.1 The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Consultant and the Procuring Agency, shall be written in the language specified in the Data Sheet.

10. Documents Comprising the Proposal

- 10.1 The Proposal shall comprise the documents and forms listed in the Data Sheet.

11. Only One Proposal

- 11.1 The Consultant shall submit only one Proposal. If a Consultant submits or participates in more than one proposal, all such proposals shall be disqualified and rejected.

12. Proposal Validity

- 12.1 Proposals shall remain valid for the period specified in the Data Sheet after the Proposal submission deadline prescribed by the Procuring Agency. To ensure the validity of the proposal, it shall contain a proposal securing declaration as a complementary proposal securing instrument having a validity twenty-eight (28) days more than the proposal validity period.
- 12.2 During this period, the Consultant shall maintain the original Proposal without any change, including his/her availability, the proposed rate and the total price.

- 12.3 If it is established that the Consultant nominated in the Proposal was not available at the time of Proposal submission, such Proposal shall be disqualified and rejected for further evaluation, and may be subject to blacklisting and debarment in accordance with Clause 5 of this ITC.
- 12.4 Extension of Validity Period: If considered necessary, an extension can be made in case of exceptional circumstances (beyond the control of the Procuring Agency) after recording the reason(s) in writing. Such extension shall be only once, and shall not be more than the original bid validity period. Any such extension shall be solicited and procured in advance prior to the expiry of the original bid validity period. The Proposal Securing Instrument shall also be extended in conformity with the period of extension.
- 12.5 The Consultant has the right to refuse to extend the validity of the Proposal, in which case such Proposal will not be further evaluated.
- 12.6 Sub-Contracting: The Consultant shall not subcontract the whole of the Services.
- 12.7 The Proposal Securing Declaration is required to protect the Procuring Agency against the risk of the Consultant's conduct which would warrant the Consultant to face blacklisting or debarment proceedings in accordance with the regulatory framework. Any Proposal not accompanied by a Proposal Securing Declaration shall be rejected by the Procuring Agency as non-responsive.
- 12.8 The successful Consultant's Proposal Securing Declaration will be discharged upon signing the contract and furnishing the performance security. A Consultant shall be suspended from being eligible for tendering for the period indicated in the Proposal Securing Declaration if the Consultant withdraws the Proposal (except as provided in ITC 12.5) or, in the case of a successful Consultant, if the Consultant fails within the specified time limit to sign the contract or furnish the required performance security.

13. Clarification and Amendment of RFP

- 13.1 The Consultant may request a clarification of any part of the RFP during the period indicated in the Data Sheet before the Proposals' submission deadline. Any request for clarification must be sent in writing, or by standard electronic means, to the Procuring Agency's address indicated in the Data Sheet. The Procuring Agency will respond in writing, or by standard electronic means, and will send written copies of the response (including an explanation of the query but without identifying its source) to all eligible Consultants. Should the Procuring Agency deem it necessary to amend the RFP as a result of a clarification or at its own initiative, it may amend the RFP by issuing an amendment in writing before the proposal submission deadline. If the amendment is substantial, the Procuring Agency may extend the proposal submission deadline to give the short-listed Consultants reasonable time to take the amendment into account in their Proposals.
- 13.2 The Consultant who has already submitted the proposal prior to any amendment in the RFP may submit a modified Proposal or a modification to any part of it based on the respective amendment at any time prior to the proposal submission deadline. No modifications to the Technical or Financial Proposal shall be accepted after the deadline.

14. Preparation of Proposals – Specific Considerations

- 14.1 While preparing the Proposal, the Consultant must give particular attention to the following:
- i. The Procuring Agency may indicate in the Data Sheet the estimated time input (expressed in person-months) or the estimated total cost of the assignment, but not both. This estimate is indicative, and the Proposal shall be based on the Consultant's own estimates for the same.
 - ii. If stated in the Data Sheet, the Consultant shall include in the Proposal at least the same time input indicated in the Data Sheet, failing which the Financial Proposal will be adjusted for the purpose of comparison of proposals.

15. Technical Proposal Format and Content

- 15.1 The Technical Proposal shall not include any information regarding the Financial Proposal. A Technical Proposal containing material financial information shall be declared non-responsive.
- 15.2 The Consultant is required to submit a Simplified Technical Proposal (STP) as indicated in the Data Sheet, using the Standard Forms provided in Section 3 of the RFP.

16. Financial Proposal

- 16.1 The Financial Proposal shall be prepared using the Standard Forms provided in Section 4 of the RFP. It shall state the proposed monthly lump-sum rate (inclusive of all taxes) for the Services.
- 16.2 Taxes: The Consultant is responsible for meeting all tax liabilities arising out of the Contract unless stated otherwise in the Data Sheet. Information on taxes in the Procuring Agency's country is provided in the Data Sheet.
- 16.3 Currency of Proposal: The Consultant may express the price for the Services in the currency stated in the Data Sheet. The portion of the price representing local cost shall be stated in the national currency.
- 16.4 Currency of Payment: Payment under the Contract shall be made in the currency in which the payment is requested in the Proposal.

C. Submission, Opening and Evaluation

17. Submission, Sealing, and Marking of Proposals

- 17.1 The Consultant shall submit a signed and complete Proposal comprising the documents and forms in accordance with Clause 10 (Documents Comprising Proposal). The submission can be done by mail or by hand.
- 17.2 The Consultant shall sign the original submission letters in the required format for both the Technical Proposal and the Financial Proposal and shall initial all pages of both.
- 17.3 Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Proposal.
- 17.4 The signed Proposal shall be marked "ORIGINAL", and its copies marked "COPY" as appropriate. The number of copies is indicated in the Data Sheet. All copies shall be made from the signed original. If there are discrepancies between the original and the copies, the original shall prevail.
- 17.5 The original and all copies of the Technical Proposal shall be placed inside a sealed envelope clearly marked "TECHNICAL PROPOSAL", the name of the assignment, reference number, name and address of the Consultant, and with a warning "DO NOT OPEN UNTIL [insert the date and the time of the Technical Proposal submission deadline]."
- 17.6 Similarly, the original Financial Proposal shall be placed inside a sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by the name of the assignment, reference number, name and address of the Consultant, and with a warning "DO NOT OPEN WITH THE TECHNICAL PROPOSAL."
- 17.7 The sealed envelopes containing the Technical and Financial Proposals shall be placed into one outer envelope and sealed. This outer envelope shall bear the submission address, RFP reference number, the name of the assignment, the Consultant's name and address, and shall be clearly marked "DO NOT OPEN BEFORE [insert the time and date of the submission deadline indicated in the Data Sheet]."

- 17.8 If the envelopes and packages with the Proposal are not sealed and marked as required, the Procuring Agency will assume no responsibility for the misplacement, loss, or premature opening of the Proposal.
- 17.9 The Proposal or its modifications must be sent to the address indicated in the Data Sheet and received by the Procuring Agency no later than the deadline indicated in the Data Sheet, or any extension to this deadline. Any Proposal or its modification received by the Procuring Agency after the deadline shall be declared late and rejected, and promptly returned unopened.
- 17.10 A Consultant may withdraw the Proposal after it has been submitted, provided that written notice of the withdrawal is received by the Procuring Agency prior to the deadline for submission of the Proposal. A revised Proposal may be submitted after the withdrawal of the original Proposal.

18. Confidentiality

- 18.1 From the time the Proposals are opened to the time the Evaluation Report is published, the Consultant should not contact the Procurement Evaluation Committee of the Procuring Agency on any matter related to the Technical and/or Financial Proposal. Information relating to the evaluation of Proposals shall not be disclosed to the Consultants who submitted the Proposals or to any other party not officially concerned with the process, until the publication of the Evaluation Report.
- 18.2 Any attempt by the Consultant or anyone on behalf of the Consultant to influence improperly the Procuring Agency in the evaluation of the Proposals may result in the rejection of the Proposal, and may be subject to the application of prevailing blacklisting procedures.
- 18.3 Notwithstanding the above, from the time of the Proposals' opening to the time of publication of the evaluation report, if a Consultant wishes to contact the Procurement Evaluation Committee or the Procuring Agency on any matter related to the selection process, it should do so only in writing.

19. Opening of Proposals (Technical Proposals)

- 19.1 The Procuring Agency will open all Proposals, in public, in the presence of the Consultant(s) or their representatives who choose to attend, and other parties with a legitimate interest, at the place, on the date and at the time specified in the Data Sheet. The representatives present shall sign a register as proof of their attendance.
- 19.2 First, envelopes marked "WITHDRAWAL" shall be opened and read out, and the envelope with the corresponding Proposal shall not be opened but returned to the Consultant. No Proposal withdrawal shall be permitted unless the corresponding Withdrawal Notice contains a valid authorization and is read out at bid opening.
- 19.3 The Procuring Agency's evaluation committee shall conduct the opening of the Technical Proposals in the presence of the Consultants' authorized representatives who choose to attend (in person, or online if this option is offered in the Data Sheet). The envelopes with the Financial Proposal shall remain sealed until they are opened in accordance with Clause 23 of the ITC.
- 19.4 At the opening of the Technical Proposals the following shall be read out: (i) the name and country of the Consultant; (ii) the presence or absence of a duly sealed envelope with the Financial Proposal; (iii) any modifications to the Proposal submitted prior to the proposal submission deadline; and (iv) any other information deemed appropriate or as indicated in the Data Sheet.

20. Proposals Evaluation

- 20.1 Subject to the provision of Clause 15.1 of the ITC, the evaluators of the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

- 20.2 The Consultant is not permitted to alter or modify the Proposal in any way after the proposal submission deadline. The Procuring Agency will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.

21. Evaluation of Technical Proposals

- 21.1 The Procuring Agency's evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and the RFP, applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet. Each responsive Proposal will be given a technical score. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP or if it fails to achieve the minimum technical score indicated in the Data Sheet.

22. Public Opening of Financial Proposals

- 22.1 After the technical evaluation is completed, the Procuring Agency shall issue the Technical Evaluation Report containing all the information regarding responsiveness or non-responsiveness of the Consultant along with the technical scores. The Financial Proposals of non-responsive consultants will be returned unopened after completing the selection process and contract signing. The Procuring Agency shall notify in writing those Consultants that have achieved the minimum overall technical score and inform them of the date, time and location for the opening of the Financial Proposals.
- 22.2 The Financial Proposals shall be opened by the Procuring Agency's evaluation committee in the presence of the representatives of those Consultants whose proposals have passed the minimum technical score. At the opening, the names of the Consultants, and the overall technical scores, shall be read aloud. The Financial Proposals will then be inspected to confirm that they have remained sealed and unopened, then opened, and the total prices read aloud and recorded. Copies of the record shall be sent to all Consultants who submitted Proposals.

23. Correction of Errors

- 23.1 Activities and items described in the Technical Proposal but not priced in the Financial Proposal shall be assumed to be included in the prices of other activities or items, and no corrections are made to the Financial Proposal.
- 23.2 The Procuring Agency's evaluation committee will (a) correct any computational or arithmetical errors, and (b) adjust the prices if they fail to reflect all inputs included for the respective activities or items in the Technical Proposal. In case of discrepancy between (i) a partial amount (sub-total) and the total amount, or (ii) between the amount derived by multiplication of unit price with quantity and the total price, or (iii) between words and figures, the former will prevail.

24. Taxes

- 24.1 The Procuring Agency's evaluation of the Consultant's Financial Proposal shall be in accordance with the instructions in the Data Sheet.

25. Conversion to Single Currency

- 25.1 For evaluation purposes, prices shall be converted to a single currency using the selling rates of exchange, source and date indicated in the Data Sheet.

26. Combined Quality and Cost Evaluation (QCBS)

- 26.1 In the case of QCBS, the total score is calculated by weighting the technical and financial scores and adding them as per the formula and instructions in the Data Sheet. The Consultant achieving the highest combined technical and financial score will be invited for negotiations.

D. Negotiations and Award

27. Negotiations

- 27.1 The negotiations will be held at the date and address indicated in the Data Sheet with the Consultant or his/her authorized representative who must have written authority to negotiate and sign a Contract on behalf of the Consultant.
- 27.2 The Procuring Agency shall prepare minutes of negotiations that are signed by the Procuring Agency and the Consultant.
- 27.3 Technical negotiations: The negotiations include discussions of the Terms of Reference (TORs), the proposed methodology, the Procuring Agency's inputs, the special conditions of the Contract, and finalizing the "Description of Services" part of the Contract. These discussions shall not alter the original scope of services under the TORs or the terms of the contract.
- 27.4 Financial negotiations: There shall be no financial negotiations, however, it may include only the clarification of the Consultant's tax liability and how it should be reflected in the Contract.

28. Conclusion of Negotiations

- 28.1 The negotiations are concluded with a review of the finalized draft Contract, which then shall be initialed by the Procuring Agency and the Consultant.
- 28.2 If the negotiations fail, the Procuring Agency shall inform the Consultant in writing of all pending issues and disagreements and provide a final opportunity to respond. If disagreement persists, the Procuring Agency shall terminate the negotiations and invite the next-ranked Consultant to negotiate a Contract. Once the Procuring Agency commences negotiations with the next-ranked Consultant, it shall not reopen the earlier negotiations.

29. Award of Contract

- 29.1 Subject to ITC 28, the Procuring Agency will award the Contract to the Consultant whose Proposal has been determined to be substantially responsive to the RFP Documents and who has been declared as the Most Advantageous Consultant, provided that such Consultant has been determined to be (a) eligible in accordance with the provisions of ITC 6; (b) qualified to perform the Contract satisfactorily; and (c) successful negotiations have been concluded, if any.

30. Grievance Redressal Mechanism

- 30.1 The Procuring Agency shall constitute a Grievance Redressal Committee (GRC) comprising an odd number of persons with proper power and authorization to address the complaint. The GRC shall not have any of the members of the Procurement Evaluation Committee, and must have one subject specialist depending on the nature of the procurement.
- 30.2 Any party can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the bidding documents found contrary to the provisions of the Procurement Regulatory Framework, and the same shall be addressed by the GRC well before the bid submission deadline.
- 30.3 Any bidder feeling aggrieved by any act of the Procuring Agency after the submission of the bid may lodge a written complaint concerning grievances not later than seven days of the announcement of the technical evaluation report and five days after issuance of the final evaluation report. The GRC shall investigate and decide upon the complaint within ten days of its receipt. Any bidder or the Procuring Agency not satisfied with the decision of the GRC may file an Appeal before the Appellate Committee of the Authority in accordance with the "Redressal of Grievance Regulations, 2021".

31. Mechanism of Blacklisting

- 31.1 The Procuring Agency shall bar, for not more than the time prescribed in Rule-19 of the Public Procurement Rules, 2004, from participating in its procurement proceedings, any bidder or contractor who is involved in corrupt and fraudulent practices as defined in Rule-2 of the Public Procurement Rules, fails to perform his contractual obligations, or fails to abide by the bid securing declaration. The blacklisting and debarment process shall be undertaken in accordance with the applicable PPRA Rules and Regulations, including the issuance of a show-cause notice, an opportunity of personal hearing, and the right of review/representation before the Authority.

DATA SHEET***Special Instructions to Consultants***

ITC Clause Reference	Particulars
A. General	
2.1	Name of the Procuring Agency: Ministry of Federal Education and Professional Training. Method of selection: Quality and Cost Based Selection (QCBS) as per PPRA Procurement of Consultancy Services Regulations, 2010.
2.2	Financial Proposal is to be submitted in a separate envelope as per the Single Stage Two Envelope Bidding Procedure. The name of the assignment is: Hiring of One (01) Individual Consultant (Advisory) for the Establishment of Centre of Excellence for Autism.
2.3	A pre-proposal conference/meeting will be held: No. Any Query can be asked by: Email: akhazada@hec.gov.pk Cell No. 03453582628
2.4	The Procuring Agency will provide the following inputs, project data, reports, etc. to facilitate the preparation of the Proposals: The approved PC-I, relevant project documents and design information may be shared with the short-listed Consultant, as required.
4.1	Unfair Competitive Advantage: N/A.
6.3	A list of debarred firms and individuals is available at the PPRA website: https://ppra.org.pk/
B. Preparation of Proposals	
9.1	The language of the Bid is “English”. All correspondence shall be in the English language. The language for translation of supporting documents and printed literature is Urdu.
10.1	The Proposal shall comprise the following: 1st Inner Envelope – Technical Proposal (See Section 3 for Standard Forms): (1) TECH-1: Technical Proposal Submission Form (2) TECH-2: Consultant’s Curriculum Vitae (CV) and Experience (3) TECH-3: Comments and Suggestions on the Terms of Reference (4) TECH-4: Description of Approach, Methodology, and Work Plan (5) TECH-5: Work Schedule and Planning for Deliverables 2nd Inner Envelope – Financial Proposal (See Section 4 for Standard Forms): (1) FIN-1: Financial Proposal Submission Form (2) FIN-2: Summary of Financial Proposal
10.2	Statement of Undertaking is required: No.

11.1	Participation of the Consultant in more than one Proposal is permissible: No.
12.1	Proposals shall be valid until 120 days from the proposal submission deadline.
13.1	Clarifications may be requested no later than 07 days prior to the submission deadline. The contact information for requesting clarifications is: Asim Khanzada Email: akhanzada@hec.gov.pk Cell No. 03453582628
14.1	Estimated input of the Consultant's time-input: Six (06) months, extendable up to a total of twelve (12) months subject to satisfactory performance, continued requirement and approval of the Competent Authority. Estimated total cost of the assignment: Not disclosed.
15.2	The format of the Technical Proposal to be submitted is: Simplified Technical Proposal (STP). Submission in a wrong format may lead to the Proposal being deemed non-responsive.
16.2	A price adjustment provision applies to remuneration rates: No.
16.3	Information on the Consultant's tax obligations can be found as per the applicable tax law for consulting services prevailing in Pakistan.
16.4	The Financial Proposal shall be stated in Pakistani Rupees (PKR). The Financial Proposal must state the lump-sum monthly rate (inclusive of all taxes) in PKR.
C. Submission, Opening and Evaluation	
17.1	The Consultant does not have the option of submitting the Proposal electronically. Submission shall be manual (hard copy by courier / by hand).
17.4	The Consultant must submit: (a) Technical Proposal: one (1) original; (b) Financial Proposal: one (1) original.
17.7 & 17.9	The Proposals must be submitted no later than: Date: Wednesday, 29th July 2026 Time: 02:00 PM The Proposal submission address is: Shah Jehan Deputy Secretary Ministry of Federal Education and Professional Training, Room No. 227, D-Block, Pak Secretariate, Islamabad
19.1	The opening of the Technical Proposals shall take place at: Date: Wednesday, 29th July 2026 Time: 02:30 PM Venue: Same as the Proposal submission address. An online option for the opening of the Technical Proposals is offered: Yes (Zoom Meeting). Will be provided on request

21.1	(Eligibility Criteria – Mandatory): i. PhD Degree in Architecture, Education, Social Sciences, Environmental Design, or any other allied discipline, with a research focus on Autism, Special Education, or Inclusive Education, and a minimum of fifteen (15) years of relevant professional experience; or ii. Master's degree (18 years of education) in Architecture, Education, Social Sciences, Environmental Design, or any other allied discipline, with specialization, research, or demonstrable professional expertise in Autism, Special Education, or Inclusive Education, and a minimum of twenty (20) years of relevant professional experience Non-compliant proposal shall not be further evaluated Technical Evaluation Criteria (Total 100 marks; Technical weightage 80%): (i) General Experience of the Consultant: 05 (ii) Specific Experience relevant to the Assignment: 15 (iii) Adequacy and quality of the proposed methodology, work plan and approach in responding to the ToRs: 80 The minimum technical score (St) required to pass is: 70%. Detailed evaluation criteria are provided in Section 6 (Terms of Reference).
22.1	An online option for the opening of the Financial Proposals is offered: Yes (Zoom Meeting).
24.1	For the purpose of the evaluation, the Procuring Agency will consider the final quoted price of the Consultant (inclusive of all taxes).
25.1	The single currency for the conversion of all prices is: Pakistani Rupees (PKR).
26.1	The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100. The formula for determining the financial scores is: $Sf = 100 \times Fm / F$, where “Sf” is the financial score, “Fm” is the lowest price, and “F” the price of the proposal under consideration. The weights given to the Technical (T) and Financial (P) Proposals are: T = 80%, and P = 20%. Proposals are ranked according to their combined technical and financial scores: $S = St \times T\% + Sf \times P\%$.
D. Negotiations and Award	
27.1	Expected date and address for contract negotiations: Date: To be intimated to the successful Consultant in writing. Address: Ministry of Federal Education and Professional Training, Pakistan
29.1	Publication of the contract award information will be done at: https://ppra.gov.pk/ ; https://mofept.gov.pk/ within 07 days after the contract signing. Expected date for the commencement of the Services: Immediately upon signing of the Contract.

SECTION 3: TECHNICAL PROPOSAL – STANDARD FORMS

FORM TECH-1: TECHNICAL PROPOSAL SUBMISSION FORM

{Location, Date}

To: [Name and address of Procuring Agency]

Dear Sir/Madam,

I, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposals dated [Insert Date] and my Proposal. I am hereby submitting my Proposal, which includes this Technical Proposal and a Financial Proposal sealed in a separate envelope.

I hereby declare that:

1. All the information and statements made in this Proposal are true, and I accept that any misinterpretation or misrepresentation contained in this Proposal may lead to my disqualification by the Procuring Agency.
2. My Proposal shall be valid and remain binding upon me until [insert day, month and year in accordance with ITC 12.1].
3. I have no conflict of interest in accordance with ITC 3.
4. My Proposal is binding upon me and subject to any modifications resulting from the Contract negotiations.

I undertake, if my Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the date indicated in the Data Sheet. I understand that the Procuring Agency is not bound to accept any Proposal that it receives.

Yours sincerely,

Name and Title of Signatory: _____

Address: _____

Contact information (phone and e-mail): _____

FORM TECH-2: CONSULTANT’S CURRICULUM VITAE (CV) AND EXPERIENCE

Form TECH-2: Provide the Consultant’s Curriculum Vitae along with a brief description of the recent experience that is most relevant to the assignment. For each assignment, the outline should indicate the duration of the assignment, and the Consultant’s role/involvement. List only previous similar assignments successfully completed.

Duration	Assignment name & brief description of main deliverables/outputs	Name of Organization & Country of Assignment	Role on the Assignment

FORM TECH-3: COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE

Form TECH-3: Comments and suggestions on the Terms of Reference that could improve the quality/effectiveness of the assignment.

A – On the Terms of Reference

{Improvements to the Terms of Reference, if any}

FORM TECH-4: DESCRIPTION OF APPROACH, METHODOLOGY, AND WORK PLAN

Form TECH-4: A description of the approach, methodology and work plan for performing the assignment, including a detailed description of the proposed methodology.

a) Technical Approach and Methodology. {Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (ToRs), the technical approach, and the methodology you would adopt for implementing the tasks. Please do not repeat/copy the ToRs here.}

- Advisory support for the development of the educational and therapeutic programme framework for the Centre.
- Technical input on environment planning and sensory design of learning, therapeutic and administrative spaces.
- Coordination between the Ministry, the Supervision Consultant and the Civil Works Contractor to ensure the design intent is realized.
- Quality assurance, compliance benchmarking, stakeholder engagement, and periodic progress reporting to the Project Advisory Board.

b) Work Plan. {Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones, and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, and with the Work Schedule Form.}

FORM TECH-5: WORK SCHEDULE AND PLANNING FOR DELIVERABLES

N° Key Areas / Tasks	1	2	3	4	5	6	Total
T-1 Inception Report (work plan, methodology, timelines)							
T-2 Programme & operational framework advisory							
T-3 Environment planning / design review advisory							
T-4 Coordination, site visits & inspections							
T-5 Monthly progress reports & Advisory Board briefings							
T-6 Final Report & handover recommendations							

SECTION 4: FINANCIAL PROPOSAL – STANDARD FORM

FORM FIN-1: FINANCIAL PROPOSAL SUBMISSION FORM

{Location, Date}

To: [Name and address of Procuring Agency]

Dear Sir/Madam,

I, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and my Technical Proposal. My attached Financial Proposal is for the total monthly amount of {Insert Currency} {Insert Amount in words and figures}, which is inclusive of all taxes in accordance with Clause 24.1 of the Data Sheet.

My Financial Proposal shall be valid and remain binding upon me, subject to the modifications resulting from Contract negotiations, until [insert day, month and year in accordance with ITC 12.1]. I understand that you are not bound to accept any Proposal you receive.

Yours sincerely,

Name and Title of Signatory: _____

Address: _____

E-mail: _____

FORM FIN-2: SUMMARY OF FINANCIAL PROPOSAL

S. No	Description	Gross Rate (per month in PKR) – Inclusive of all taxes
1	Monthly lump-sum professional fee of the Individual Consultant (Advisory)	

Note: The Consultant shall quote a single monthly lump-sum rate (inclusive of all applicable taxes) in PKR. Taxes shall be deducted at source as per applicable law.

SECTION 5: ELIGIBLE COUNTRIES

All the short-listed eligible consultants are allowed to participate in the subject procurement without regard to nationality, except consultants of certain nationalities prohibited in accordance with the policy of the Federal Government.

The following countries are ineligible to participate in the procurement process:

1. India
2. Israel

The Ministry of Interior, Government of Pakistan has notified the List of Business Friendly Countries (BVL); information can be accessed through the following link:

<http://www.dgip.gov.pk/Files/Visa%20Categories.aspx>

SECTION 6: TERMS OF REFERENCE

TERMS OF REFERENCE (ToRs)

Hiring of Individual Consultant (Advisory) for Establishment of Centre of Excellence for Autism

1. Background

The Government of Pakistan, through the Ministry of Federal Education & Professional Training (M/o FE&PT), has approved a PC-I for the project “Establishment of Centre of Excellence for Autism” (hereinafter referred to as “the Centre” / “the Project”). The civil works contract for the Project has been awarded, execution is currently underway, and a Supervision Consultant has already been engaged for oversight of the infrastructure component.

In order to ensure that the Centre is developed and operationalized as a state-of-the-art, internationally benchmarked facility for autism education, therapy, and inclusive learning, the Ministry intends to engage, on a contractual basis, an Individual Consultant (Advisory) possessing specialized multidisciplinary expertise in healthcare/educational environment planning, infrastructure logistics and operations, autism education consultation, environment planning, educational support services, and applied research relevant to autism and inclusive design.

The hiring of this Consultant shall be carried out in accordance with the Procurement of Consultancy Services Regulations, 2010, issued by the Public Procurement Regulatory Authority (PPRA), as elaborated in Section 10 of this ToR.

2. Objectives of the Assignment

The overall objective of this assignment is to provide high-level technical advisory, coordination, and strategic guidance support to the Ministry / Project Management for the establishment of the Centre, ensuring that planning, design, infrastructure development, programme structuring, and operational readiness of the Centre are aligned with international best practices and evidence-based standards for autism education and care environments.

Specific objectives include:

- To prepare preliminary programming for the Centre for the development of the Centre’s educational, therapeutic, and operational programme framework.
- To provide expert technical input on environment planning and design of the Centre’s learning, therapeutic and sensory spaces.
- To coordinate effectively between the Ministry, the Supervision Consultant, and the Civil Works Contractor to ensure the design intent is realized during execution and fit-out.
- To support the Ministry in maintaining quality assurance and compliance benchmarks for the Centre.
- To facilitate engagement with relevant stakeholders, including specialized institutions, professional bodies, and advocacy groups.
- To provide periodic progress updates and recommendations to the Project’s Advisory Board.

3. Scope of Work / Key Responsibilities

The Consultant shall be responsible, inter alia, for the following:

1. Advise on the development of an educational and therapeutic programme framework for the Centre, including curriculum guidelines, educational support services, intervention protocols, and staffing structure, in line with Evidence-Based Practices (EBPs).

2. Provide technical advisory input on environment planning and design — including spatial layout, sensory design (acoustics, lighting, materials, wayfinding), accessibility, and safety — for learning, therapy, recreational, and administrative spaces.
3. Review the approved PC-I, architectural/engineering designs, and project documents; provide a gap analysis and recommendations to align the Project with international standards and best practices for Autism Centres of Excellence.
4. Coordinate regularly with the Supervision Consultant and the Civil Works Contractor on design-related queries, site visits, and inspections to ensure that the design intent for inclusive and sensory-friendly environments is maintained throughout execution.
5. Support the Ministry / Project Management in quality assurance and compliance frameworks appropriate to the local context (e.g., relevant standards/guidance for autism services and Universal Design for Learning).
6. Facilitate liaison and coordination with relevant federal/provincial departments, special education institutions, professional associations, international experts/organizations, and parent/advocacy groups.
7. Prepare and present periodic progress reports/briefings to the Project Advisory Board and the Ministry, as required.
8. Undertake any other related advisory tasks assigned by the Ministry that are relevant and necessary for the successful establishment of the Centre.

Non-compliant proposals are non-responsive and not evaluated further.

4. Duration of Assignment

The assignment shall be for a period of six (6) months from the date of signing of the contract, extendable for a further similar period of six (6) months, subject to satisfactory performance of the Consultant, continued requirement of the Project, and approval of the Competent Authority. The total period of the assignment, including any extension, shall not exceed twelve (12) months.

5. Place of Posting

Islamabad. The Consultant shall be required to travel to the Project site and other locations within Pakistan, as and when required, for the purposes of this assignment. Travel arrangements, if any, shall be governed by the Ministry's applicable rules and/or as specified in the contract.

6. Reporting and Coordination

The Consultant shall report to the Project Director / Focal Person nominated by the Ministry of Federal Education & Professional Training for the Project. The Consultant shall maintain close coordination with:

- The Supervision Consultant engaged for the infrastructure / civil works component of the Project;
- The Contractor executing the civil works contract;
- Relevant officials/wings of the Ministry and other stakeholders, as required.

The Consultant shall present Project progress, advisory inputs, and recommendations periodically (at least monthly, or as otherwise required) to the Project's Advisory Board.

7. Deliverables

1. Inception Report — within two (2) weeks of commencement of the assignment, outlining the work plan, methodology, and timelines.

2. Monthly Progress Reports — summarizing activities undertaken, advisory inputs provided, coordination carried out, and recommendations made.
3. Technical Advisory Notes / Design Review Comments — as and when required, on design, infrastructure, or programme-related matters.
4. Advise Operational & Programme Framework — covering the educational/therapeutic programme structure, staffing plan, and SOPs for the Centre.
5. Presentations to the Project Advisory Board — as scheduled by the Ministry.
6. Final Report — at the end of the assignment period, summarizing the work undertaken, key outcomes, and recommendations for the next phase / operational handover of the Centre.

8. Required Qualification, Experience and Skills

8.1 Essential Qualification

- PhD (or equivalent terminal qualification) in a relevant discipline such as Architecture, Education, Social Sciences, Environmental Design, or an allied field, with research specialization/focus on Autism, Special / Inclusive Education, or Environment-Behaviour Studies.
- Candidates holding a relevant Master's degree (e.g., in Architecture, Interior Design, or Education) with extensive (20+ years) specialized professional experience in the domains described in this ToR may also be considered.

8.2 Essential Experience (Minimum 15 Years)

- Demonstrated experience in healthcare and/or educational environment planning, design, infrastructure logistics, and operations.
- Demonstrated experience in autism education consultation — environment planning, educational support services, curriculum/programme support, and/or related research.
- Experience working on, or advising, projects related to special / inclusive education facilities, sensory design, or therapeutic learning environments.
- Experience coordinating with multidisciplinary teams (architects, contractors, educators, healthcare professionals) and with government / public sector or international organizations.
- International exposure, with experience of working across more than one country, will be an advantage.
- Demonstrated research output (publications, conference presentations) in autism, inclusive design, neuro-architecture, or related fields.

8.3 Desirable Attributes

- Familiarity with relevant international standards/frameworks for autism services and inclusive design (e.g., standards relating to national autism associations, Autism CRC, Universal Design for Learning).
- Experience in academic / educational leadership, curriculum development, or programme accreditation and review processes.
- Active professional affiliations with relevant bodies in architecture/design research, health-design, or autism / special education associations.

8.4 Skills

- Excellent analytical, advisory, and report-writing skills.
- Strong stakeholder management, coordination, and presentation skills.

- Ability to work independently, exercise sound judgment, and deliver within agreed timelines.

9. Remuneration / Financial Provision

The Consultant's professional fee shall be paid on a monthly lump-sum basis including all applicable taxes, as determined by the Ministry / Competent Authority through negotiation with the selected Consultant, in accordance with applicable Government rules, and subject to applicable taxes/deductions. No other allowances or benefits shall be admissible unless explicitly provided for in the contract.

10. Selection Procedure

The Consultant shall be selected through an open, transparent, and competitive process, in accordance with the Procurement of Consultancy Services Regulations, 2010, issued by the Public Procurement Regulatory Authority (PPRA), for hiring of an Individual Consultant. The evaluation shall follow the Quality and Cost Based Selection (QCBS) methodology set out in this RFP, with a technical-to-financial weightage of 80:20, and shall incorporate the evaluation criteria specified below.

Technical Evaluation Criteria

S. No	Criteria	Sub-Criteria	Points
1	General Experience of the Consultant	Overall professional standing and relevant academic qualification	05
2	Specific Experience of the Consultant	Specific experience in autism education / inclusive & special education environment planning and advisory (10) Specialized qualifications, research output & technical skills (05)	15
3	Adequacy and quality of the proposed methodology, work plan and approach in responding to the ToRs	Technical Approach and Methodology (50) Work Plan (30)	80
	Total Marks (80% weightage)		100

Evaluation Method – QCBS (80:20): Technical Proposals will be opened and evaluated first. Only technically qualified applicants (meeting the minimum score of 70%) will have their Financial Proposals opened, in the presence of applicants who wish to attend. The final ranking will be based on a combined score: 80% Technical + 20% Financial. For the financial score, the lowest evaluated price will receive the full 20 points; other prices will receive a proportionate score using the formula $\text{Financial Score} = 20 \times (\text{Lowest Price} / \text{Offered Price})$. The highest-ranked consultant will be recommended for award.

11. General Terms and Conditions

- The Consultant shall work on a contractual basis for the duration of the assignment, as specified in the contract.
- The Consultant shall maintain confidentiality of all Project-related information and documents, both during and after the assignment.
- The contract may be extended, suspended, or terminated by either party as per the terms specified in the contract agreement.
- The Ministry reserves the right to amend, modify, or cancel these ToRs, or the recruitment process, at any stage, without assigning any reason.

SECTION 7: STANDARD FORM OF CONTRACT (Tentative)

Date: XX-XX-20XX

CONTRACT AGREEMENT BETWEEN M/O FE&PT AND THE CONSULTANT FOR THE ESTABLISHMENT OF CENTRE OF EXCELLENCE FOR AUTISM

THIS CONTRACT (“Contract”) is entered into force on XX-XX-20XX, by and between the Ministry of Federal Education & Professional Training, Government of Pakistan (the “Client”) having its principal place of business at Block-C, Pakistan Secretariat, Islamabad, and [Name of the Consultant] (“the Consultant”) having his/her principal office/residence located at [Address].

WHEREAS, the Client wishes to have the Consultant perform the services hereinafter referred to, and WHEREAS, the Consultant is willing to perform these services.

NOW, THEREFORE, THE PARTIES hereby agree as follows:

1. Services	The Consultant shall perform the services specified in Annex-A, “Terms of Reference”, which is made an integral part of this Contract (“the Services”).
2. Term of Engagement	The Consultant shall be engaged by the Client for a period not exceeding six (6) months from the date of commencement, extendable for a further period of up to six (6) months subject to satisfactory performance and approval of the Competent Authority, provided that the total period shall not exceed twelve (12) months. The Client may at any time, upon giving reasonable notice in writing or 30 days’ pay in lieu thereof, terminate this Agreement. The Consultant shall not engage in any other assignment that conflicts with this consultancy during its term. The Client shall provide necessary facilities to enable the Consultant to perform the consultancy services effectively.
3. Compensation	The Client shall pay to the Consultant remuneration in respect of the Services performed during the Term of the Engagement at the rate of PKR _____ (Pakistani Rupees _____ only) per month, inclusive of all taxes.
4. Out-of-Pocket Expenses	The Client will reimburse the Consultant for out-of-pocket expenses, such as travel and daily allowances (TA/DA), based on actual incurred costs, provided that original vouchers are presented for verification. Any expenses exceeding the predefined limits require prior approval from the Client.
5. Effectiveness	This Agreement shall become effective upon execution by the Client and the Consultant.
6. Project Administration	The Client designates the Deputy Secretary (or nominated Focal Person) as the Client’s Coordinator.
7. Performance Standards	The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity as per the attached ToRs.
8. Confidentiality	The Consultant shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client’s business or operations without the prior written consent of the Client.
9. Ownership of Material	Any studies, reports or other material, graphic, software or otherwise, prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client. The Consultant may retain a copy of such documents and software.

10. Consultant Not to be Engaged in Certain Activities	The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.
11. Assignment & Subcontracting	The Consultant shall not assign this Contract or sub-contract any portion of it without the Client's prior written consent.
12. Law Governing Contract and Language	The Contract shall be governed by the laws of the Islamic Republic of Pakistan, and the language of the Contract shall be English.
13. Dispute Resolution	Both parties will make efforts to amicably resolve any disputes. However, any dispute arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with the Arbitration Act, 1940.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of the Client

Deputy Secretary
M/o FE&PT, Islamabad

For and on behalf of the Consultant

[Name of the Consultant]
Individual Consultant (Advisory)