

Terms of Reference (TOR)

Hiring of Individual Consultant/Company for awareness raising puppet shows on the importance of sustainable land management

Project Description

NRSP is implementing a project, 'Sustainable Land Management Program to Combat Desertification in Pakistan' - Phase-II (Punjab Component) with the support of Government of the Punjab in collaboration with United Nations Development Programme (UNDP) and Global Environment Facility (GEF).

The programme focuses on sustainable land management in arid and semi-arid regions of Punjab. This project is an up-scaling phase of SLMP pilot phase project to be implemented in 4 districts in Punjab provinces i.e., Chakwal, Khushab, Bhakkar and Layyah. The project depends on the strong commitment of Government of the Punjab and the involvement of key stakeholders, in particular those at the community level. 47 Community Based Organizations formed at village level for successful implementation of SLM activities in the project areas. The continued existence of the CBOs after completion of the project will ensure sustainability of the SLM activities in the future.

This project will assist the Government of the Punjab to achieve the long-term goal – **“to combat land degradation and desertification in Pakistan”** with the primary objective - **“To promote sustainable management of land and natural resources in the arid and semi-arid regions of Pakistan in order to restore degraded ecosystems and their essential services, reduce poverty, and increase resilience to climate change”**.

In order to achieve the objectives and successful implementation of SLM activities, community participation is essential component of this project. It is planned to formulate community-based organizations at village level for which the project will establish or revive 48 CBOs/NGOs in the target project districts

Objectives of the Assignment

Objectives of the puppet shows is to raise the awareness on the importance of, sustainable management of land and natural resources, in order to restore degraded ecosystems, reduce poverty and increase resilience to climate change.

Scope of Services

- Total 4 events will be conducted in 4 Tehsils of 4 districts (1 event/Tehsil)
- Development of theme story on the importance of sustainable management of land and this will be finalized with the consultation of NRSP with in week time after final selection.
- Recording and audio track preparation with poem music and composition
- Recorded playback script with dialogues, situational music, voice in ready to be played from in CD (one copy)
- Plot of the characters and puppet making
- Puppet performance (including sound system, Perosinium /stage setting, lights, curtain and front cover)
- Dummy exercise will be played in front of project team before actual performance
- Duration of the puppet show should be 30-40 minutes

- All logistic arrangement such as seating arrangement, refreshment, alternate energy and arrangement of transportation for puppet team (inter district) will be the responsibility of NRSP.

Duration of Work

The total time for completion of work is one month effective from the date of signing of contract.

Location of Work

Location of work is Chakwal, Khushab, Bhakkar and Layyah. Venue of the events will be finalized with the consultation of NRSP staff.

Budget

Total maximum available budget for these activities are as under

Puppet show	65,500 PKR/event (inclusive all expenses and applicable taxes)
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Evaluation Criteria

Selection will be done by the NRSP's selection committee on the following evaluation criteria

S. No.	Evaluation factors	Weightage (Score)
1	Relevant Experience Qualification (qualified from renowned university)	20
2	Relevant Experience	35
3	Experience to work with RSPs	20
4	Work plan	5
5	Financial Evaluation	20
	Total	100

Others

- Minimum experience of the consultant should be 3 years
- NRSP will provide project orientation to the selected individual consultant/ company. This will be help to design the events.
- NRSP will support to the consultant/company in terms of inter district travel.

Required Submission

- Profile of individual consultant/ company
- Similar experience and working experience with RSPs
- work plan
- Financial proposal should correctly display costs / Budget utilization Details.

Payment Schedule

The payment will be released on the following sequence

- 100% payment will be made after the successful completion of all the 4 events.

- Release of payment is subject to the following
 - Comprehensive reports with pictures (4 reports)
 - Invoice of each event
- Taxes (Income Tax, Sales Tax etc.) shall be deducted from total payment as per tax Rules. If the Supplier is exempted from the income tax, the exemption certificate shall be required

The proposals should be sent by in sealed envelope mentioning on it

“Hiring of individual consultant/company for Awareness raising puppet shows on the importance of sustainable land management”

Addressed to:

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Senior Programme Officer (Procurement),
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The deadline for submission of proposals is further extended till 23rd Nov, 2017 till 15.00 hrs. PST.
Hard copy of the proposal should be either send by hand or by courier but it should reach on the above date and time.