



RAVI URBAN DEVELOPMENT AUTHORITY

EXPRESSION OF INTEREST / PRE-QUALIFICATION DOCUMENT

CONSULTANCY SERVICES FOR VALIDATION, REGISTRATION, VERIFICATION, ISSUANCE AND TRADING OF CARBON CREDITS FOR REHABILITATION OF MEHMOOD BOOTI DUMPSITE

**Pre-Qualification Documents and Eligibility Criteria for the Selection of
Consulting Firms / Consortium / Joint Venture**

August 2024



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1. INVITATION OF EXPRESSIONS OF INTEREST

Ravi Urban Development Authority (RUDA) intends to hire the services of eligible experienced consulting firms for Validation, Registration, Verification, Issuance and Trading of Carbon Credits for Rehabilitation of Mehmood Booti Dumpsite, under RUDA Procurement Regulations 2022.

The Consultants will undertake all associated activities essential to ensure the quality work and timely completion of assignment within budget. However, the scope of consulting services generally includes but not limited to establish a carbon emission baseline for RUDA projects, assist in screening and selecting carbon offset activities, and provide strategic recommendations for engaging in voluntary carbon crediting programs. Additionally, the assignment involves preparing essential documentation and supporting RUDA in the validation, registration, and future verification of carbon offsetting activities. The detailed scope of services will be provided in RFP document.

The interested consultancy firms / joint ventures having experience of similar nature works are invited to express their interest by applying and providing the following information / particulars, duly supported with necessary documents:

- i. Name of firm / address of the registered office with telephone and email address including organizational chart showing management structure
- ii. Certificate of registration with Pakistan Engineering Council, along with the valid renewal letter
- iii. Copy of registration with Securities and Exchange Commission of Pakistan or Registrar of firm
- iv. Copy of registration with Income Tax Department and Punjab Revenue Authority
- v. List of four (04) most relevant similar works of equivalent size completed by the firm in the last 10 years (as per the template provided in prequalification document) along with total cost of such works, cost of consultancy services received against those works, date of start, date of completion and performance certificate from the employer.
- vi. List of permanent professional staff along with CVs of relevant key staff showing project wise experience with exact time duration of each project duly supported with valid documentary evidence to authenticate employment of the personnel.
- vii. Financial position of the firm supported with authenticated Audited financial statement of accounts for the last three years including average annual turnover of firms and average annual current ratio for the last three years.
- viii. Certificate / affidavit that the firm is not blacklisted by any government / semi-government department or autonomous body, etc.



The Consultants key expert team is likely to comprise key / non key staff with estimated time input more than 60 person months to accomplish the assignment within stipulated completion period. Estimated duration of services is Twelve (12) months. The Consultant shall be selected in accordance with the quality-cost based selection QCBS (80:20) procedure. The Shortlisted firm shall only be invited to submit Technical and Financial Proposals. The firm securing minimum 65% overall and 50% in each category will be considered short-listed.

Pre-Qualification Documents including the scope of work and evaluation criteria can be obtained against the prices of Rs. 5000/- by depositing non-refundable bank draft / pay order in the name of Ravi Urban Development Authority, from RUDA Sub-Office (Engineering Wing), Gate No. 14, National Hockey Stadium, Gulberg, Lahore. The copy of the same for reference is also available on RUDA website www.ruda.gov.pk.

The EOIs must reach the Office of Executive Director Engineering, Engineering Wing RUDA Gate No. 14, National Hockey Stadium, Gulberg, Lahore in sealed envelope not later than September 25th, 2024, at 11:30 Hrs. Interested firms are advised to address their EOIs submissions and enquiries to the following address:

Executive Director Engineering,
Engineering Wing, RUDA

Address: RUDA Sub-Office (Engineering Wing), Gate No. 14, National Hockey Stadium,
Gulberg, Lahore.

Telephone: 042-99233229



2. INSTRUCTIONS TO APPLICANTS

The interested consultancy firms / joint ventures having experience of similar nature works are invited to express their interest by applying and providing the requisite information / particulars, duly supported with necessary documents in a format provided in this document. International companies shall only be eligible to participate in association or in JV arrangement with the national eligible engineering consultancy firms / companies.

2.1 Language of EOI

The EOI along with all the supporting documents submitted by the applicant must be in English language.

2.2 Cost of EOI Preparation

The applicant shall bear all costs associated with preparation and submission of its EOI Application. The client will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the shortlisting process.

2.3 Format of EOI

It is mandatory for the applicant to submit EOI using the standard forms. The applicant shall provide all necessary information and documents as specified in this document in his EOI. EOI Applications that do not prescribe to the standard formats and / or are missing necessary information or documents may be discarded.

2.4 Single EOI

A single applicant shall submit only one EOI application either as an individual consultant or as part of a Joint Venture. In case the applicant submits more than one application in response to this Pre-Qualification Document will result in all of his applications to be discarded.

2.5 Power of Attorney

The applicant shall submit a power of attorney authorizing the signatory of the EOI. All pages of the EOI documents must be signed by the authorized representative of the applicant.



2.6 Joint Venture

Consultants may apply as Joint Venture (JV) of more than one firms. In such case, the EOI shall be signed by all the members of the Joint Venture. One of the joint venture partners shall be nominated as being in charge; and this authorization shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the joint venture partners. A copy of the agreement entered by the joint venture partners shall be submitted stating the conditions under which it will function, its period of duration, the persons authorized to represent and obligate it and which persons will be directly responsible for due performance of the Contract and can give valid receipts on behalf of the joint venture. No amendments / modifications whatsoever in the joint venture agreement shall be agreed to between the joint venture partners without prior written consent of the Employer. All members of the Joint Venture shall be jointly liable and severally bound to the Employer during the pre-qualification and bidding period and for the fulfilment of the assigned consultancy assignment and terms of contract.

2.7 Sealing and Marking of Envelopes

The EOI shall comprise a single package containing three envelopes. First envelope clearly marked as "Original" shall contain original document in hard form. The original document shall be accompanied with one USB containing scanned soft copy of the same document. Second envelope clearly marked as "Copy 1" shall contain copy of the original document in hard form. Similarly, the third envelope marked as "Copy 2" shall also contain a copy of the original document in hard form. All envelopes shall bear tender name, Client's name, applicant's name, contact person name and number, applicant's official address. Applicant shall ensure that all the envelopes and the package are properly sealed before submission.

2.8 Clarifications

Applicants may clarifications by sending their queries in writing or through email to the following address:

Director Infrastructure / SWM, RUDA

ashar.asif@ruda.gov.pk

RUDA Sub-Office, Gate 14, National Hockey Stadium, Block E2, Gulberg III, Lahore



2.9 False Information

Applicant shall ensure that the information and documents provided in the EOI are true and correct and nothing has been concealed from the Employer.

2.10 Conflict of Interest

Applicant and all parties constituting the Applicant shall not have a conflict of interest. Applicants shall be considered to have a conflict of interest if,

- a. Such applicants and any other applicant have common controlling shareholders or other ownership interest; provided that this qualification shall not apply in cases where the direct or indirect shareholding in an applicant or a constituent thereof in the other applicant(s) is less than 1% of its paid up and subscribed capital.
- b. A constituent of such applicant is also a constituent of another applicant; or
- c. Such applicant has a relationship with another applicant, directly or through common third parties, that puts them in a position to have access to each other's information about, or to influence the Pre-qualification of either or each of the other applicant; or
- d. Such applicant has participated as a consultant to the Client in the preparation of any documents, design or technical specifications of the Project.

2.11 Confidentiality

Information relating to the examination, clarification, evaluation, and recommendation for the short-listed applicants shall not be disclosed to any person not officially concerned with the process. The Client will treat all information submitted as part of EOI application in confidence and would require all those who have access to such material to treat the same in confidence.

2.12 Fraud and Corruption

The Employer requires that Applicants under this Pre-qualification process, observe the highest standards of ethics during this pre-qualification and further processing. In pursuit of this policy, the Employer defines for the purposes of this provision, the terms set forth below:

- a. "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 pre-qualification process or in contract execution;



- b. “fraudulent practice” means a misrepresentation or omission of facts in order to influence the pre-qualification;
- c. “collusive practice” means a scheme or arrangement between two or more Applicants, with or without the knowledge of the Employer, designed to establish artificial data / information; and
- d. “coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the pre-qualification process.

Employer will reject an application for pre-qualification if it determines that the applicant recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices; and Employer will sanction a firm or individual, including declaring them ineligible, either indefinitely or for a stated period of time for pre-qualification if it at any time determines that they have, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices.

NOT FOR USE OF EOI SUBMISSION



3. TERMS OF REFERENCE

Background & Objectives

3.1 Introduction:

Ravi Urban Development Authority (RUDA) intends to develop urban areas of the province into sustainable, livable and well-managed engines of economic growth. Urban development and its management are critically linked with sound, comprehensive and strategic metropolitan-level long-term planning. Over the years, rapid urbanization has changed the socio-economic and physical characteristics of the cities. The physical growth of the cities has emerged in a very different way from the land uses proposed in master plans and other such documents.

Lahore, the capital of the Punjab province, is rapidly urbanizing, being a regional urban center of key commercial, financial, industrial and socio-cultural significance. The estimated population of Lahore is above 10 million.

The Ravi, a transboundary river of India and Pakistan, is an integral part of the Indus River basin and forms the headwaters of the Indus basin. The waters of the Ravi drain into the Indian Ocean through the Indus River in Pakistan. After the construction of Thein Dam in 2000 upstream of Madhopur headworks in India, surface flow to the Ravi has reduced to a negligible level during winter months. The average annual flow between 1985 and 1995 was recorded as 5 MAF and due to irrigation and hydropower diversions in India, the average annual flow between the years 2000-2009 was reduced to 1.1 MAF. The Ravi remains almost dry except during the monsoon season.

In addition to lower water level flows, the Ravi River downstream of Lahore also faces pollution problems. A 72 km stretch from Lahore Siphon to Baloki headworks indicates heavy contamination of the water and sediment with various heavy metals owing to municipal and industrial sewage being disposed of untreated. Water and Sanitation Agency (WASA) Lahore, through its twelve disposal stations, discharges wastewater from the entire city directly to the Ravi River.

A substantial quantity of wastewater amalgamation into the Ravi River without treatment is a grave risk to the ecosystem, particularly the groundwater source. According to a study, the increasing tendency of contaminants in the river can become more hazardous and may cause a severe menace



to the quality of groundwater in the coming days, which is the potential source of drinking water for Lahore city.

Given the city's projected expansion and issues related to water in the Ravi River, the Government of Punjab has planned the Ravi Riverfront Urban Development on both banks of the river alongside a 16 km long stretch that is contiguous to Lahore district's northern and western boundaries through its authority Ravi Urban Development Authority.

Ravi Urban Development Authority (RUDA) intends to develop a sustainable green city with modern technologies to preserve nature and build new landmarks for the country to attract tourists, and investors and enhance urban housing in a planned manner. RUDA has undertaken the responsibility of taking care of the environmental issues raised by Lahore City.

3.2 Climate Change and Carbon Credits:

RUDA is soliciting proposals from qualified organizations in the general fields of Carbon credit offsets from Integrated Solid Waste Management. Additional information about the full scope of the RFP can be found under “Scope of Work” below.

Climate change and the ensuing global warming are two of the most defining and pressing problems of this century. More greenhouse gases have been released into the atmosphere in the last 30 years than in the entire history of our planet, causing average temperatures to rise by about one degree Celsius. If this continues, 50 billion tons of Greenhouse Gas (GHG) will be released into the atmosphere every year – according to the Intergovernmental Panel on Climate Change calculations – until 2030. Moreover, temperatures may increase by two degrees Celsius until 2050.

Carbon credits hold tremendous potential in tackling the ongoing climate change crisis. While it is not the only answer to reducing emissions, it is one of the promising tools to facilitate it. Since there is no silver bullet to the problem, considering that each vertical has its shortcomings and trade-offs, an effective strategy to combat climate change would thus require every tool in the box, including carbon credits. The International Carbon Reduction and Offsetting Alliance have established a set of best practices for carbon offsets claiming that they should be measurable (meaning that all the carbon reduction should be quantifiable), permanent (representing permanent emission reductions), unique (no more than one carbon credit can be associated with a single emission reduction), and independently verified by third parties. The Carbon Credit Program is a



crucial initiative that aligns with RUDA's commitment to address climate change and fulfil our corporate social responsibility. By participating in this program, RUDA will be able to reduce our carbon footprint, support renewable energy projects, and make a positive environmental impact.

Private individuals, corporations and other entities may issue, buy and sell carbon credits outside of regulated or mandatory carbon pricing instruments through voluntary carbon market (VCM).

Voluntary carbon markets allow carbon emitters to offset their unavoidable emissions by purchasing carbon credits emitted by projects targeted at removing or reducing GHG from the atmosphere. Each credit – which corresponds to one metric ton of reduced, avoided or removed CO₂ or equivalent GHG (MtCO₂e)– can be used by a company, organization, or an individual to compensate for the emission of one ton of CO₂ or equivalent gases. When a credit is used for this purpose, it becomes an offset. It is moved to a register for retired credits, or retirements, and it is no longer tradable.

As Pakistan is among the top tiers of countries affected by climate change, carbon trading through voluntary carbon markets becomes very significant. The voluntary carbon market is an encouraging opportunity that would allow Pakistan to meet its Nationally Determined Contributions (NDCs) targets of reducing emissions by up to 50% below Business as Usual (BAU) by 2030 through tapping into voluntary emissions trading schemes.

Following is the general procedure for the issuance of CERs (Certified Emission Reductions) under the United Nations' Clean Development Mechanism (CDM):

3.2.1 Planning a Carbon Offsetting Project Activity:

- The Prospect Proponents (PPs) plan a Carbon Offsetting project activity
- There are several conditions to register as a Carbon Offsetting project activity, and PPs should consider those conditions from a planning stage.
- The PP once decides to execute the Carbon Offsetting project activity should submit a Prior Consideration Note (PCN) to relevant authorities for certifications, copy it to the Designated National Authority (DNA) and Alternative Energy Development Board (AEDB) and allow for listing the project on the relevant authorities' websites.



3.2.2 Preparing the Project Design Documents (PDD):

- PPs prepare the Project Design Document (PDD) for a Carbon Offsetting project activity
- The PDD presents information on the essential technical and organizational aspects of the project activity and is a key input into the validation, registration and verification of the project.
- The PDD contains information on the project activity, the approved baseline methodology applied to the project activity, and the approved monitoring methodology applied to the project.

3.2.3 Getting Approval from Each Party Involved:

- PPs shall get written approvals of voluntary participation from the Designated National Authority (DNA) of each Party involved, including the host Party.
- The written authorization if an entity(ies) participation in a Carbon Offsetting project activity or PoA and written approval of voluntary participation from the DNA of each party involved.
- The registration of a project activity can take place without an Annex-I Party being involved at the stage of registration.
- The details of the approval procedure are up to each Party.
- PPs may get written approvals in steps (1), (2) or even (1)
- But PPs must get written approvals at least from the host Party before a registration request.

3.2.4 Validation

- Validation is the process of independent evaluation of a project activity against the requirements of the carbon crediting mechanisms based on the PDD.
- Validation is carried out by a third-party Designated Operational Entity (DOE).
- There is a formal approval procedure for validation.
- PPs have to pay DOE the validation fee at the stage of engagement.

3.2.5 Registration

- Registration is the formal acceptance of a validated project as a Carbon Offsetting Project activity.



- Registration is done by the CDM Executive Board (EB) compliance market and respective approving authorities in voluntary markets.
- There is a formal procedure for registration requests.
- PPs shall pay the registration fee at the registration stage.

3.2.6 Monitoring a CDM Project Activity

- PPs collect and archive all relevant data necessary for calculating GHG emission reductions by a Carbon Offsetting project activity, according to the monitoring plan written in the PDD.

3.2.7 Verification and Certification

- Verification is the periodic independent review and ex-post determination of the monitored GHG emission reductions.
- Verification is carried out by a Designated Operation Entity (DOE)
- There is a formal procedure for verification.
- Certification is the written assurance by a DOE that a project activity achieved the reductions in GHG emissions as verified.
- Certification is also done by a DOE.
- PPs have to pay DOE the verification and certification fee at the stage of engagement.

3.2.8 Issuance of CERS

- The EB will issue Certified Emission Reductions (CERs) equal to the verified amount of GHG emission reductions.
- There is a formal procedure for Issuance of CERs.
- The issuance of CERs, by the distribution agreement, shall be affected only when the share of proceeds to cover administrative expenses (SOP-Admin) of the CDM market has been received.
- Among issued CERs, 2% of those will be deducted for the share of proceeds to assist developing parties that are particularly vulnerable to the adverse effects of climate change to meet the costs of adaptation (SOP-Adaptation).



Furthermore, the consultant should explore other voluntary carbon crediting programs such as VERRA and Gold Standard etc. In general, the main planning, validation, registration, and verification steps are similar but certain names are different. For example:

- Instead of engaging a DOE for validation and verification, the project proponents would engage a Validation and Verification Body (VVB).
- Instead of CDM EB, the projects will be reviewed by the certification body of those voluntary carbon crediting programs.
- Instead of CERs, VCU (voluntary carbon units) or VERs (verified emission reductions) will be issued from those voluntary carbon crediting programs.

In addition to the nomenclature, the specific requirements of each program are different, so are the timelines and fees (e.g., registration, validation, verification).

Project Details

3.3 Solid Waste Management (SWM)

3.3.1 RUDA's Objective:

Ravi Urban Development Authority (RUDA) intends to develop a sustainable green city with modern technologies to preserve nature and build new landmarks for the country to attract tourists, and investors and enhance urban housing in a planned manner. RUDA has undertaken the responsibility of taking care of the environmental issues raised by Lahore City.

3.3.2 History of Solid Waste Management of Lahore

The City District Government Lahore (CDGL) established Lahore Waste Management Company under section 42 of the company's ordinance 1984 on March 19, 2010. The purpose of this company was to handle waste being generated in the city.

The oldest disposal site in Lahore is Mehmood Booti which is situated in the jurisdiction of RUDA near Ring Road and has been used as an open dumping site since 1998. The area of the dumping site is 40 acres and almost 13.14 million tons of garbage has been discarded. The huge piles of waste can be seen from a distance because the height of accumulated waste has crossed 80 feet from the ground surface. During the rainy season, contaminated leachate is produced which finds its way to underground water and surface water resources. To stop the open dumping from Lahore,



LWMC acquired approximately 130 acres of land to provide a state-of-the-art landfill facility at Lakhodair in 2014. Approx. 70 acres of land was utilized for the construction of a landfill site with additional land available for possible expansion. The site is situated 15 km away from the city centre and comprised of ditches, depressions and barren land. The purpose of the scientific landfill site was to control open dumping practices and also serve as a role model for other cities to follow. However, due to mismanagement and improper handling the landfill site itself has become an open dump.

The landfill site was divided into 6 cells of varying areas. Initially in the year 2016, cells 1 & 2 were opened for scientific landfilling of the waste with a design life of 1.5 years based on a design load of 2000 tons/day. However, when it started collecting garbage, it reached 5,500 tons instead of 2000 and eventually open dumping practices started in both cells instead of scientific landfilling. After cells 1 & 2 reached beyond capacity, further approvals were taken for controlled open dumping in the remaining cells, i.e., 3, 4, 5 & 6. Right now, cells 3 and 4 have also reached their capacity cell 5 is partially filled with waste while cell 6 is vacant and LWMC planned not to start operating in cell 6 for the next 1-2 years.

The waste heaps at the Lakhodair landfill have achieved a height of approx. 53-55 feet from the ground. Leachate pools are overflowing, and no mechanism is in place to treat or dispose of the leachate.

River Ravi Urban Development Authority plans to halt the open dumping operation commencement on the Lakhodair site and to establish a new scientific landfill site within the vicinity of RUDA jurisdiction. The new landfill will initially be used for scientific disposal of solid waste coming from Lahore city. The project area includes RUDA's jurisdiction but initially waste collected by LWMC will be properly disposed of at the engineered landfill site.

3.3.3 Rehabilitation of Mehmood Booti Dumpsite and Conversion into Urban Forest and Solar Park

The scope of this assignment is to develop a methodology for calculating the potential carbon credits generated by the rehabilitation efforts and by converting it into an Urban Forest and Solar Park, considering factors such as methane capture, reduced emissions, and improved waste management practices.



Following are the details of the project:

Project	Area (Acre)	Waste Dumped (Tonnes)
Rehabilitation of Mehmood Booti Dumpsite	43	13,204,319

Scope of Work

3.4 Technical

3.4.1 Feasibility Studies

The consultant shall review the project concept/pre-feasibility/feasibility studies of the carbon offset projects under RUDA Jurisdiction listed in Section 4 and suggest/identify the potential carbon offsetting activities from projects based on the technical expertise and experience of the Consultant and after consultation with RUDA covering its technical/design parameters and environmental aspects and impacts.

3.4.2 Preparation of baseline for RRUDP

The consultant will prepare comprehensive baseline reports on carbon emissions for the RRUDP. This includes collecting and analyzing data on current emission levels, identifying key sources of emissions, and establishing a detailed benchmark for future comparisons. The aim is to create a robust foundation for monitoring and reducing carbon emissions effectively.

3.4.3 Preparation of Project Idea Note/Project Concept Note

The Consultant will hold discussions with senior officers to understand the project, collect necessary data and complete the basic documents of the project.

The Consultant will undertake at least one site visit to understand the project and collect all relevant information. The consultant will then prepare a detailed guidance note on how the project can be taken up as a carbon offsetting project activity. The consultant should assess the applicability of the approved GHG mitigation program methodology and indicate whether the development of a new methodology is required. Further, a macro-level estimate of GHG emission reduction per year must be provided by the consultants along with the basis of the calculations undertaken. Subsequently, the consultant will assess the feasibility of the project as a potential GHG program and submit a report to RUDA.



3.4.4 Preparation of Project Design Document (PDD)

Based on the above, feasibilities, and results projections, the consultant will then prepare the PDD of the competitive project (with approval & consultations with RUDA). The selected project will be for which the PDD will be prepared.

Consultant will prepare a comprehensive Project Design Document (PDD) as per the standard template of the applicable carbon standard for a selected Carbon Offsetting project activity which covers the essential technical and organizational aspects of the project activity.

This comprehensive PDD shall contain information on the project activity, the approved baseline methodology, applied to the project activity, and the approved monitoring methodology applied to the project.

3.4.5 Baseline Study

The Consultant shall prepare the baseline study of all projects to be covered under the scope of this RFP. The Consultant to evaluate whether the project can be validated, based on the available and approved methodology or if the existing methodology could be modified for validation of the project.

3.4.6 Gold & Verified Standards for Carbon

The Consultant shall ensure to lead and execute each project/domain using comprehensive technical expertise and hands on the latest industry (international level) experience and algorithms/protocols as defined by certification standards, e.g., Gold Standard (GS) or Verified Carbon Standard (VCS).

3.4.7 Assessment for Stakeholder

Conduct an assessment to identify the level of awareness of different stakeholders from carbon markets.

3.4.8 Preparation of Guidelines for CERs

The consultant shall review the requisite national and international governance arrangements, policy guidelines, regulations and Project Entities involved in the carbon offset procedure and prepare a guideline of procedures for the initiation of the case for the processing of CERs, VCUs, or VERs and share the same with RUDA.



3.4.9 Activity Plan

Develop an activity plan to hold the awareness raising of different stakeholders.

3.4.10 Acquire Primary and Secondary Data for Carbon Credit

The consultant shall acquire available primary and secondary data and information about the carbon market, including market size, growth trends, key players, and competitive landscape. The consultant will also analyze the demand and supply side of the carbon market, including the factors that influence demand and the types of carbon credits available.

3.4.11 Identification of Stakeholders

Identification of stakeholders and periodic liaison including International & locals and other relevant groups or organizations involved.

3.4.12 Monitoring and Verification Protocol

The Consultant shall develop the Monitoring and Verification (M&V) protocol as per the requirement of the respective voluntary carbon crediting programs.

3.4.13 Seeking Requisite Approval, Assist in Arranging a Stakeholder Consultation as Required in Eligible GHG Mitigation Program

As per the rules and regulations of the eligible GHG mitigation program, the Consultant would invite local stakeholders for a meeting to appraise them about the project and seek their comments. Consultant shall send its representative (preferably team leader) to the meeting who shall help RUDA answer the queries, explain the carbon credit project and also draft the minutes of the meeting. Consultant shall arrange to post the PDD on a GHG mitigation-authorized website for public comments. Consultant shall help RUDA prepare answers to the queries posted by various parties, if any, to meet the validation requirements.

3.4.14 Assistance during the Validation of the Project

The consultant shall submit the PDD to the validator for the validation of the project. Consultant shall undertake a visit to the site at least 3 working days before the validation visit by the Validation and Verification Body (VVB) (or DOE in the case of CDM) to see the preparedness and assist project executives in the preparations. The consultant shall also see the monitoring arrangements at the site.



The consultant shall provide answers to the questions/clarifications raised by the validator on various occasions for the successful validation of the project.

3.4.15 Assistance during Registration of the Project in Eligible GHG Mitigation Program

The RUDA shall assist the Consultant in getting the project registered with an eligible GHG mitigation program. The consultant shall provide the required necessary information/guidance before 10 Days of registration.

3.4.16 Project Pre-Verification and Preparation of Monitoring Data Sheet

The consultant will help prepare the data sheet according to the requirements set out in the PDD. The consultant shall visit the site shortly after the registration of the project on hearing from RUDA and appraise the monitoring & verification requirements. The consultant shall also review the data collection system and suggest necessary modifications, if any. The consultant shall give a preliminary pre-verification report containing the monitoring data sheet. The consultant shall undertake another visit after RUDA has taken corrective measures and undertaken a pre-verification exercise.

3.4.17 Preparation of Monitoring Reports and Assistance During the First Verification

Consultant shall perform agreed-upon procedures to compare the data/information gathered by project executives as per the monitoring data sheet as suggested by the consultant and the consultant shall communicate its findings to RUDA. The consultant representative shall also be present during the verification to assist RUDA. The consultant representative shall always accompany the Validation and Verification Body (VVB) (or DOE in the case of CDM) during all the verification visits related to this project. Carbon credits need to be traded in the International Carbon Markets.

3.4.18 Support RUDA End-To-End for Realization of Payments from Verified Carbon Credits to the RUDA Account

Consultant shall ensure that all the verified projects and their associated carbon credits shall be monetized for best realization (higher amount) perspective and ensure that the carbon credits are traded successfully, and timely realization of payments to RUDA account against traded carbon credits.



3.5 Financial

1. Provide advice on the general financial matters arising out of the deployment of the project and during the design phase.
2. Comment on the financing plan, including timelines and flow of funds for deployment by the provisions of the proposed agreement with contractors, international agencies, or financial institutes.
3. Assist in establishing a carbon credit governance platform.
4. Take the lead in streamlining the process for setting a regulatory regime for RUDA to provide regulatory and political certainty to carbon credit transactions.
5. Prepare and validate project milestones to process the payment of the contractor(s) / international agencies / financial institutes/creditors.

3.6 Project Management

1. Responsible and act as Project Manager for Management of the carbon offsetting project
2. Validate & evaluate project progress reports submitted by Contractors / international agencies / financial institutes/creditors.
3. Plan, develop and advise key performance indicators to track progress on the deployment of the projects as timelines and milestones.
4. Evaluate & manage all contractual requirements relating to project deployment, by the requirement of the client.
5. Prepare quarterly progress reports of various project objectives.
6. Develop frameworks to ensure post-bid contract management.
7. Prepare tender documents for carbon credit for RUDA.
8. Participate in relevant Punjab Government and various committees as authorized by the Client (RUDA).
9. Record and manage the project risks and devise mitigation plans.
10. Organize and manage all activities between the Client and the Contractor / international agency / financial institutions.

3.7 Legal

1. Develop requirements, including monitoring guidelines and procedures.



2. Lead and responsible for managing and meeting with all other government stakeholders and resolving issues in relation to the carbon validation, registration, verification, and issuance of carbon credits.

3.8 Documentation and Correspondence

1. Responsible for reporting any urgent matter immediately to the RUDA, first verbally but immediately followed up by a written report on the incident addressed to all parties involved.

One month before the expiry of the Consultancy agreement, the consultant shall carry out a detailed final work and submit a report to the Client pointing out the defects in the work.

3.9 Miscellaneous

1. The Consultant will make arrangements for local transport during site visits, meetings etc. The cost of logistics, travel, and accommodation shall be borne by the consultant.
2. All the study outputs including primary data shall be compiled, classified and submitted by the Consultant to the RUDA in soft form apart from the reports indicated in the Deliverables. The study outputs shall remain the property of the RUDA and shall not be used for any purpose other than that intended under these Terms outlined in the contract without the permission of the RUDA.
3. The Consultant shall back up and hand over data along with each milestone. All the documents shall be submitted in an original editable format and portable formats. All the assets created under this assignment shall be the property of the Authority and shall be handed over to the Authority on completion of the project. Each stage deliverable will be submitted in hard copies and soft copies (PDF as well as editable reports) on a USB Drive/Pen drive (two sets) to RUDA.
4. The Consultant would be required to appoint a full-time Project Coordinator/Team Leader for the entire duration of the assignment. The Consultant shall also mobilize non-key resources, as per requirement for satisfactory execution and completion of the deliverables and related services under this contract, at its own cost.
5. The Consultant, if required by the RUDA, shall get the key deliverables reviewed and vetted through any other Institute/Organization as approved by RUDA for which no separate cost will be paid by RUDA.



6. RUDA shall provide project-related information to the successful consultant. All related data collection, reports, surveys etc. if required to support PDD documents shall be arranged by the consultant. Consultant would source information that is available in the public domain related to sector performance and legislative requirements.
7. The consultant shall perform a comprehensive evaluation of the Project additionality as per guidelines. It may be noted that the Government of Pakistan, being the host country for the project activity, may have certain supplementary additionality requirements to approve the project for CERs, VCUs, or VERs. Consultant shall be required to consider this matter while preparing the documents.
8. The consultant shall submit a progress report every quarter to RUDA.
9. The consultant will assist in preparing and arranging the international visits to various carbon credit market offices for discussions and negotiations. This includes coordinating travel logistics, scheduling meetings, and ensuring all necessary documentation and materials are in order. The consultant will facilitate effective communication and support the negotiation process to achieve the desired outcomes.

3.10 Roles and Responsibilities of Consultant

3.10.1 Consultant

1. Review the project concept/pre-feasibility/feasibility studies of the carbon offset projects under RUDA Jurisdiction and suggest/identify the potential carbon offsetting activities.
2. Prepare and review baseline for carbon emissions for RRUDP.
3. Collect and collate data for developing project design documents.
4. Conduct a baseline study for evaluation of potential projects which can be evaluated.
5. Support and assist RUDA with the project validation.
6. Adhere to all norms and regulations as per Govt. of Pakistan, State Level Departments etc.
7. The Consultant(s) shall conduct, including but not limited to, ex-ante estimation of GHG emissions reduction/removal & also support the government project document by presenting/reflecting the actual data to support project maturity at some stage and additionally share the expected volume, of emission reduction to be achieved by the project (in consultation with RUDA) compared to business as usual.



8. Ensure support for clearance/approval from all the required authorities for Project Implementation.
9. Realization of payments from Verified Projects identified for Carbon Credits.
10. From conceptualization to revenue realization.
11. The consultant, upon successful issuance of Carbon Credits, shall bring offers/proposals to RUDA for the trading of Carbon Credits and will be free to choose any party for the purchase of Carbon Credits.
12. The consultant should generate all the Carbon Credits in the name of RUDA only.
13. Appointed consultants shall be free to choose the Carbon Credit Program for successful Registration & Trading of Carbon Credits.
14. Review the draft comprehensive plan bidding documents for implementation, and testing and present it to the client for discussion and approval
15. Appointed consultants shall be free to choose the Carbon Credit Program for successful Registration & Trading of Carbon Credits.



4. ELIGIBILITY AND EVALUATION CRITERIA

4.1 Eligibility Criteria

Only the applicants / all members of Joint Venture fulfilling the following basic eligibility criteria substantiated with documentary evidence shall be considered for further evaluation:

- i. Name of firm / address of the registered office with telephone and email address including organizational chart showing management structure
- ii. Certificate of registration with Pakistan Engineering Council, along with the valid renewal letter
- iii. Copy of registration with Securities and Exchange Commission of Pakistan or Registrar of firm
- iv. Copy of registration with Income Tax Department and Punjab Revenue Authority
- v. List of four (04) most relevant similar works of equivalent size completed by the firm in the last 10 years (as per the template provided in prequalification document) along with total cost of such works, cost of consultancy services received against those works, date of start, date of completion and performance certificate from the employer.
- vi. List of permanent professional staff along with CVs of relevant key staff showing project wise experience with exact time duration of each project duly supported with valid documentary evidence to authenticate employment of the personnel.
- vii. Financial position of the firm supported with authenticated Audited financial statement of accounts for the last three years including average annual turnover of firms and average annual current ratio for the last three years.
- viii. Certificate / affidavit that the firm is not blacklisted by any government / semi-government department or autonomous body, etc.

4.2 Shortlisting Criteria

The shortlisting of eligible consultants shall be done in accordance with the following evaluation criteria.

Sr. No.	Category	Weightage / Marks
1.	Financial Soundness	20
2.	Experience Record	40
3.	Personnel Capabilities	30
4.	Firm Profile	10
Total		100

Consultants scoring a total of equal or above 65 marks and 50% in each category will be shortlisted.



In case of evaluation of Joint Venture, lead firm shall be assigned 60% weightage in each component such as firm experience, human resource capacity and financial capacity and remaining 40% weightage shall be equally assigned to partner firms (if more than one (1) partner firm is involved).

4.2.1. Financial Soundness

For the purpose of evaluating the financial soundness of consultants, the applicant shall provide an audited financial statement for the last three years along with filled out Appendix C-1 and Appendix C-2 provided in this Pre-Qualification Document.

Sr. #	Description	Max Marks	Remarks
i)	Average Annual Turnover for the last three years in Millions of PKR a. 25 to 50 million = 12 Marks b. 50 to 100 million = 16 Marks c. 100 million and above = 20 Marks	20	Appendix C-1 No marks if bank audited financial statements are not attached and average annual turn-over is less than 25 million.
	Total Marks of Financial Soundness	20	

4.2.2. Experience Record

The projects submitted in Appendix D shall be evaluated in accordance with the following criteria.

Relative Size and Similarity of Each Consultancy Assignments (Completed in last 10 years)				
Similarity	Multiplication of Factors (Financial Weightage based on worth of similar consultancy work in PKR M)			Marks Obtained (Maximum 10 Marks)
	30M and above	20 to 30M	Less than 20M	
Strong	1	0.65	0.15	_____ x 10
Medium	0.60	0.40	0.10	
Weak	0.30	0.20	0.05	
Total Marks for 04 Projects				40

4 No. of projects will be evaluated, each carrying equal marks of 10. Project of similar nature, complicity and size includes Carbon Credits projects for Waste Management and Infrastructure sector projects with cost not less than 20 million. Irrelevant projects shall be scored Zero.



Consultant failed to provide valid copy of award letter and completion certificate in respect of each consultancy assignment listed in Appendix-D shall secure zero marks.

4.2.3. Personnel / HR Capabilities

The applicant shall submit the list of key personnel as per Appendix E-1 and CVs of each staff member as per Appendix E-2.

Sr. No.	Position / Designation	General/Overall Experience (Years)	Relevant Experience (Years)	Qualifications	Max Marks
International Key Experts					
1.	Team Leader / Carbon Credit Specialist	20	10	MSc. degree in Civil/Environmental Engineering or another relevant field	05
2.	Waste Management Expert	10	05	BSc degree in environmental engineering/ environmental sciences or another relevant field	05
3.	Legal Expert	15	07	LLB/LLM or equivalent	2.5
4.	Finance Expert	15	07	MBA/CA/ACCA/CFA or relevant degree	2.5
National Key Experts					
1.	Deputy Team Leader	15	07	MSc degree in civil/environmental engineering or another relevant field	05
2.	Environment/ Climate Change Expert	10	05	BSc degree in environmental engineering / environmental sciences or another relevant field	05
3.	Waste Management Expert	10	05	BSc degree in environmental engineering/ environmental sciences or another relevant field	05
Total Marks					30

**4.2.4. Firm Profile**

Sr. No.	Position / Designation	Max Marks	Remarks
1.	Organizational Chart of the firm showing management structure	2.5	Zero mark if standard organizational chart is not provided.
2.	List of permanent staff	05	Zero mark for permanent staff less than five (05). Full marks for permanent staff more than 10 nos.
3.	Quality Management System • ISO 9001 • ISO 14001 • ISO 45001	2.5	Attach valid ISO certificates. Non-provision of valid ISO certificates shall secure zero marks.
Total Marks		10	



CHECKLIST OF DOCUMENTS MUST BE PROVIDED

1. Letter of EOI application as per Appendix A.
2. Firm details as per Appendix B.
3. Firm organizational chart (*In case of JV, applicable to all members*)
4. Certificate of Quality Management System from ISO (*In case of JV, applicable to any one member*)
5. Certificate of registration of the firm as a legal entity (*In case of JV, applicable to all members*)
6. Certificate of registration with PEC valid till EOI submission date (*In case of JV, applicable to all members*)
7. Copy of registration with Securities and Exchange Commission of Pakistan or Registrar of firm
8. Copy of registration with Income Tax Department and Punjab Revenue
9. Copy of registration with Income Tax Department and Punjab Revenue Authority
10. Memorandum of Understanding (MOU) on stamp paper in case of JV only
11. Income tax returns for the last three years (*In case of JV, applicable to any one member*)
12. Affidavit for non-blacklisting of firm on Stamp Paper (*In case of JV, applicable to all members*)
13. Affidavit on non-judicial stamp paper that non-performance of a contract did not occur within the last 10 years based on information from all settled disputes or legislation.
14. Firm's financial details as per Appendix C-1.
15. List of Costs of Assignments by Consultant as per Appendix C-2.
16. Details of firm's technical experience of similar assignments as per Appendix D.
17. List of Key Personnel as per Appendix E-1.
18. CVs of core members of Project Team as per Appendix E-2.
19. Firm's audited financial statements for the last three (03) years
20. Power of Attorney



APPENDIX A

FORMAT FOR LETTER OF EOI APPLICATION

[On the Letter Head of the Bidder (in case of Single or Lead Member (in case of JV))]

Dated:

To,

**Executive Director Engineering,
Ravi Urban Development Authority**

**Subject: EOI APPLICATION TO RAVI URBAN DEVELOPMENT AUTHORITY
FOR DESIGN REVIEW AND VALUE ENGINEERING OF RUDA
ENGINEERING PROJECTS**

Being duly authorized to represent and act on behalf of (M/s _____) and having reviewed and fully understood all of the qualification requirements and information provided, the undersigned hereby expresses its interest and apply for qualification for subject consultancy services. We are enclosing our Expression of Interests (EOIs) in the prescribed manner with the details as per the requirements of the EOI for your evaluation. We, the undersigned, certify to the best of our knowledge and belief that:

- a. We have read the EOI/PQD including the terms of reference (TOR), for this assignment.
- b. Neither the consulting firm nor its JV Member or any of its experts prepared the TOR for this activity.
- c. We confirm that the project references submitted as part of this EOI accurately reflect the experience of the specified firm/JV (or a member of JV).
- d. The firm/JV Member(s) are NOT currently blacklisted/debarred by any Govt./Semi-Govt. Organizations etc. Neither the consulting firm nor the JV Members have ever been convicted of an integrity-related offense or crime related to corrupt and fraudulent practice.
- e. We understand that it is our obligation to notify RUDA should the Firm or any Member of the JV become ineligible to work with RUDA or be convicted of corrupt and fraudulent practice.
- f. JV Member including all proposed experts named in this EOI, confirmed/authorized us in writing to represent them in expressing interest in this activity.



- g. We understand that any misrepresentation that knowingly or recklessly mislead or attempt to mislead may lead to the automatic rejection of the application, proposal of cancellation of the contract, if awarded, and may result in further remedial action, in accordance with available Mechanism and Manner for Blacklisting of Suppliers, Consultants & Contractors.
- h. All pages of the EOI have been signed by the Authorized Person and stamped.

The undersigned hereby also declares that the statements made, and the information provided in the EOIs are complete, true and correct in every detail.

Yours faithfully,
(Signature of the Authorized Signatory)
(Name, Title, and Address of the Bidder)
Bidder seal & stamp

NOT FOR USE OF EOI SUBMISSION

**APPENDIX B**

Name _____

Designation _____

CNIC No. _____

Contact No. _____

Official Email Address _____

Consulting Firm Information (In case of Single Entity)

Consultant Full Name (Firm):	Acronym (of Firm):
Date of Incorporation:	Country of Incorporation:
EOI Submission Authorized by: (Name of Person)	Position: (of Person in Firm)
Postal Address:	E-mail Address:

In case of Joint Venture (fill it for all the JV Members)

Sr. No.	Consultant	Acronym	Date of Incorporation	Country of Incorporation	EOI Submission Authorized By	Position
Postal Address of Lead Firm:				E-mail Address of Lead Firm:		

Present the rationale for and benefits of working in JV with others rather than undertaking the assignment independently (as appropriate). Describe the proposed management and coordination approach of the association and the role of each firm (up to 200 words).

**APPENDIX C-1: FINANCIAL POSITION OF COMPANY**

Financial Information	Provide the required information for the previous three years		
	Year 2022-23	Year 2021-22	Year 2020-21
Information from Balance Sheet:			
(1) Total Assets (TA)			
(2) Current Assets (CA)			
(3) Total Liabilities (TL)			
(4) Current Liabilities (CL)			
Information from Income Statement:			
(5) Total Revenue (TR)			
(6) Profits before Taxes (PBT)			
Net Worth (1) – (3)			
Current Ratio (2) / (4)			

**APPENDIX C-2: COST OF RELEVANT ASSIGNMENT**

Sr. No.	Name of Project	Location (Country/Province/ Division)	Client	Project Description	Total Cost of Project	Cost of Consultancy Services Provided by the Firm	Actual Scope of Services Provided by the Consultant
1							
2							
3							
4							

- Provide cost of four (04) assignments as mentioned under Appendix D.

**APPENDIX D: FIRM EXPERIENCE**

Sr. No.	Name of Project	Location (Country/Province/ Division)	Client	Project Description	Implementation of Project		Total Cost of Project	Period of services provided by the Consultant		Cost of Consultancy Services Provided by the Firm	Actual Scope of Services Provided by the Consultant
					Start Date	Completion Date		Start Date	Completion Date		
1											
2											
3											
4											
5											

- Maximum four (04) No. of projects to be submitted.
- Assignments provided beyond the limit of four (04) will be given no weightage.
- Assignments provided must be supported with the completion certificate and letter of award.
- Non-provision of required certificates shall secure zero marks.

**APPENDIX E-1: LIST OF KEY PERSONNEL**

Sr. No.	Name	Qualification	Total Experience in Years	Position Proposed	Current Responsibilities
1					
2					
3					
4					
5					
6					

- The list of key personnel should be in accordance with proposed positions mentioned in Human Resource capacity.
- 30% weightage shall be given to qualification whereas 70% weightage shall be assigned to experience for each proposed resource given in above table.
- Only one human resource can apply in one sector/sub-sector with one single firm against each post. Similarly, one human resource can be quoted/entered by single firm and no other firm can quote/enter that human resource in any sector/sub-sector.
- It is mandatory for each proposed resource to fulfill minimum eligibility criteria mentioned under section 4.2.3 of this PQD to be qualified for score assignment.

**APPENDIX E-2: CV OF KEY PERSONNEL**

1. **Name of Personnel:**
2. **Current Position in Firm:**
3. **Date of Birth:**
4. **Nationality:**
5. **CNIC No.:**
6. **Mobile No.:**
7. **Email Address:**
8. **Home Address:**
9. **Education:**

Degree	Major/Minor	Institution	Date (MM/YYYY)

10. **Membership of Professional Association:**
11. **Registration No. with Relevant Professional Body:**
12. **Other Trainings** [*indicate significant training since degrees under 6 – Education were obtained*]
13. **Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]
14. **Employment Record** [*Starting with the position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below)]:*

Employer	Position	From (MM/YYYY)	To (MM/YYYY)

15. Details of Work Undertaken:

Name of the assignment or project: _____

Client: _____ Main project features: _____

Position held: _____

Activities performed: _____

Actual time spent on the project: _____ in months.



16. Certification:

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

[Signature of the proposed staff] Date: _____
Day/Month/Year

[Counter Signature of authorized signatory] Date: _____
Day/Month/Year

NOT FOR USE OF EOI SUBMISSION