Annex A. Application Form

Applicants should complete this application form in full and ensure that the information provided is accurate, complete, and consistent with the accompanying technical proposal, financial proposal, budget narrative, workplan, and supporting documents. The form is intended to support assessment of applicant eligibility, organisational capacity, financial capacity, and the overall suitability of the proposed intervention.

A1. Applicant Information

Field	Applicant response
Name of applicant organisation	
Type of organisation (e.g. think tank, academic institution, research centre, NGO)	
Date of registration	
Registered office address	
Website (if applicable)	
Authorised representative	
Contact details of authorised representative (Address, email, and phone)	

A2. Proposal Summary

Field	Applicant response
Proposal title	
Thematic area(s) addressed	Exchange rate management; provincial own source revenue; investment promotion and facilitation at Provincial level.
Geographic focus (federal and/or provincial, including specific province(s) where relevant)	
Proposed duration	5.5 Months
Requested amount in PKR	Upto PKR 40 million
Type of proposed intervention (e.g. applied research, capacity building, or mixed approach)	
Brief summary of proposed work	Max 100 Words

A3. Organisational Capacity

Field	Applicant response
Institutional profile and mandate	Max 150 words
Relevant experience in policy research, economic governance, or public sector reform	Max 150 words

Field	Applicant response
Internal quality assurance and oversight arrangements	Max 100 words
Relevant institutional relationships or partnerships that will support the delivery of the proposed work	Max 100 words
Years of operation in Pakistan	
Most relevant comparable project(s), grant(s), or technical assistance assignment(s) delivered in the last three years.	Max 75 words per project.
Number of full-time core staff	
Internal lead or manager responsible for project oversight	
Any donor-funded assignment terminated, suspended, or subject to recovery for fiduciary reasons in the last three years? If yes, provide details	

A4. Financial Capacity

Applicants should provide the information below to support assessment of organisational financial capacity, liquidity, donor dependence, and ability to manage a milestone-based research services agreement. Information provided may be verified against audited accounts and other supporting documents.

Financial capacity item	Applicant response
Total annual organisational turnover for FY 2022/23	
Total annual organisational turnover for FY 2023/24	
Total annual organisational turnover for FY 2024/25	
Average annual organisational turnover over the last three financial years	
Number and value of grants or contracts above PKR 30 million managed in the last three years	
Does the organisation have any outstanding audit qualifications, material liabilities, or financial disputes? If yes, provide details	

Financial capacity item	Applicant response
Can the organisation manage cash flow for a milestone-based research services agreement? If yes, briefly explain.	

Annex B. Technical Proposal Template

Section	Required content
1. Proposal title	Insert full proposal title.
2. Problem statement and policy rationale	Explain the economic governance issue, why it matters, and why this is a relevant policy window. (Max 250 words)
3. Objectives and research questions / reform focus	Set out the overall objective, specific objectives, and the key questions, reform focus, or implementation problem the proposed work will address. (Max 250 words)
4. Alignment with the RFP	Require alignment with at least one of the five workstreams (Max 150 words)
5. Methodology, delivery approach, and analytical framework	Describe the proposed methods, delivery approach, data sources, analytical framework, and any limitations, including how the approach will support practical and policy-relevant outputs. (Max 1500 words)
6. Stakeholder engagement strategy	Identify key stakeholders and explain how they will be engaged during design, implementation, and validation. (Max 500 words)
7. Policy uptake and use of outputs	Explain how outputs will be translated into useful policy products and taken forward with relevant stakeholders. (Max 300 words)
8. Deliverables and milestones	List the proposed deliverables, milestones, and indicative timeline for completion. (Max 250 words)
9. Workplan	Provide a month-wise or milestone-based implementation plan aligned with the proposed deliverables and milestones for months 1-5. (Max 300 words)
10. Team composition and roles	Identify key personnel and summarise their roles and responsibilities. (Max 600 words)
11. Risks and mitigation	Identify key delivery, stakeholder, operational, fiduciary, and reputational risks, and explain how they will be managed. (Max 200 words)

Annex C: Resumes

Applicants should submit concise CVs (maximum 3 pages each) of all the proposed staff highlighting qualifications, relevant research and policy experience, key publications, and the specific role to be performed under the proposed project.

Annex D. Financial Proposal Template

Applicants should ensure that all proposed costs are presented in PKR, are directly linked to the proposed activities and deliverables, and exclude ineligible costs. Ineligible costs include capital expenditure not directly justified for delivery of the proposed work, international travel unless expressly permitted, core institutional salaries unrelated to the assignment, and contingency or reserve lines. All costs should be reasonable, proportionate, and clearly justified. Overheads, if applicable, must be reasonable, clearly justified, and may not exceed 10% of total direct eligible costs. Personnel and professional fees should, where relevant, be shown by role or input category. Any “other direct costs” or project-specific administrative costs must be clearly explained and directly attributable to the proposed work.

Budget line	Unit	Qty	Unit cost (PKR)	Total cost (PKR)	Brief justification
Personnel and professional fees					
Team Lead	Daily rate				
Expert 1	Daily rate				
Expert 2	Daily rate				
---	Daily rate				
---	Daily rate				
Subtotal – A					
Research and data collection costs					
Survey / field data collection (if applicable)	Activity				
Data cleaning and processing	Activity				
Subtotal – B					
Travel and local transport					
Inter-city travel (if required)	Trip				
Per diem / accommodation (if required)	Day				
Subtotal – C					

Meetings, consultations, and dissemination					
Stakeholder consultation workshops	Event				
Final dissemination / policy dialogue	Event				
Workshop materials and logistics	Event				
Subtotal – D					
Other direct costs (where specifically justified)					
Specialised software / IT support (if required)	License				
—	—				
Subtotal – E					
Total Direct Eligible Costs					
Overheads (max 10%)	%		—		
Grand Total (PKR)					

D1.Value for Money (VfM)

Applicants should briefly explain how the proposed budget represents value for money in relation to the scope, outputs, and delivery approach. This may include comment on the reasonableness of costs, the proportionality of staffing and operational inputs, the efficient use of resources, and the suitability of the proposed delivery model for achieving practical, policy-relevant results.

Annex E. Conflict of Interest Declaration

We hereby declare that, to the best of our knowledge, the information provided in this application is true, accurate, and complete, and that any actual, potential, or perceived conflict of interest relevant to this application, including any conflict involving the applicant organisation, its governing body, staff, proposed personnel, or partner entities, has been fully disclosed. We undertake to inform SDPI promptly should any such conflict arise during the application, evaluation, or award period.

Organisation: _____
Signature: _____
Name: _____
Designation: _____
Date: _____

Annex F. Anti-Fraud and Proposal Authenticity Declaration

We certify that this proposal is original, has been prepared by or on behalf of the applicant, and that the information submitted is true, accurate, complete, and not misleading to the best of our knowledge. We understand that any misrepresentation, material omission, plagiarism, fraud, corruption, collusion, diversion of funds, or other improper practice may result in disqualification, cancellation of award, recovery of funds, or any other action deemed appropriate by SDPI.

Organisation: _____
Signature: _____
Name: _____
Designation: _____
Date: _____

Annex G. Checklist

Applicants should complete this checklist and attach the required supporting documents as part of the application package. Where a document is not applicable or cannot be provided at the time of submission, applicants should indicate this clearly and provide an explanation in the comments column. A single document may be used to satisfy more than one checklist item where relevant. SDPI may request additional documents or clarifications during evaluation or prior to award.

Document required	Attached	N/A	Comments (if required)
Registration certificate	☐	☐	
Tax registration / NTN	☐	☐	
Organisational profile or corporate capacity statement	☐	☐	
Last three years audited accounts	☐	☐	
At least 3 relevant contracts	☐	☐	
At least 3 contracts, each worth above PKR 25 million	☐	☐	
Bank Details	☐	☐	