

Rapid Housing Compensation for Flood Affectees in Khyber Pakhtoonkhwa

Part A: Guidelines for EOIs

1. Applicant's Expression of Interest

Sample of EOI Letter:

To :

Dear _____:

According to the Request for Expressions of Interest published on _____ for **“Rapid Housing Compensation for Flood Affectees”** in Khyber Pakhtunkhwa. To support our Expression of Interest, we have attached the following:

1. Applicants Organizational Contact Details
2. Presentation of Organization Capacity (≤2 pages)
3. Experience and Capability in disbursement of funds to beneficiaries (≤2 pages)
4. Proposed Initial Plan and Schedule (≤2 pages)
5. Additional Information (≤10 pages)
6. Declaration

Sincerely Yours,

[Full name of applicant]

Date:

2. Applicant Organizational Contact Details

| | |
|------------------|--|
| Name of Entity : | |
| Address : | |
| Contact Person : | |
| Telephone : | |
| Fax : | |
| Email : | |

3. Presentation of Organizational Capacity

Brief introduction to the organization including:

- Demonstration of strength and reputation of Financial Institution
- Network of Branches in Khyber Pakhtunkhwa
- Number of ATM booths in the Province
- Number of staff working in the Province

(No more than 2 pages, and should focus the above mentioned points. Other attachments can be included and listed under Additional Information)

4. Experience and Capability in Disbursement of Funds to Beneficiaries

Overview of the experience and capability of the institution in Disbursement of Funds to Beneficiaries including:

- Opening of Bank Accounts for beneficiaries (please mention account opening balance)
- Experience and Capability in establishment of emergency ATM booths in the Province
- Linking of all ATMs with M-Net and or One-Net
- Willingness of establishment of ATM booths in the Province
- Ability to open accounts based on CNIC numbers and validation from NADRA along with the validation process
- Awareness campaign for beneficiaries in usage of ATM

No more than 2 pages.

(Attachments can be included and listed under Additional Information)

5. Proposed Initial Plan and Schedule

Outline of implementation programme including time line for installation of emergency ATM booths in the province, awareness plan for beneficiaries for using ATM etc

(No more than 2 pages).

(Attachments can be included and listed under Additional Information)

6. Additional Information

List and include all attachments related to the previous sections.

Additional information to support the Expression of Interest.

(No more than 10 pages).

7. Declaration

Herewith we confirm that we are interested in competing for this project and all the information provided herewith is genuine and accurate.

Authorized Person's Signature:

Name and Position:

Date of Signature:

Part B: Statement of Work

Background & Introduction:

The recent monsoon rains in Khyber Pakhtunkhwa brought devastation and destruction to the whole province, unprecedented in the history of the country. This massive devastation started off from Khyber Pakhtunkhwa which then spread to other parts of the country. People were rendered homeless and their livelihoods completely destroyed. Most of the areas are still submerged in water and still threat of further flooding looms as the monsoon spell continues.

The government of Khyber Pakhtunkhwa along with humanitarian organizations responded to the emergency. Provincial Disaster Management Authority (PDMA) is the leading government body for relief and rehabilitation efforts. The detailed damage assessment would be carried out at a later stage as mobility is restricted in the affected areas because of the standing water. To provide immediate relief to affected population and especially to those families or households whose houses have been damaged, PDMA has devised a strategy with a multi pronged approach.

Objectives:

The objective of the assignment is to provide immediate relief to flood affected population and especially to those families or households whose houses have been fully or partially damaged.

Methodology:

The methodology is based on a simple approach. The districts are pritoised on the basis of damage to households as the main parameter with sub parameter of houses damaged. The approach to the district will be based on union council. Each union council will have surveying teams. The number of teams will vary from district to district and will also be directly dependant on the number of households affected and the extent of damage to the houses.

Each team will comprise of three members, one patwari, one school teacher and a nominee by an elected representative i.e. the member provincial assembly (MPA). These teams will do the field survey and will collect data on a prescribed data collection instrument. The data collected will be entered into a data base at the district level, which will then be transferred to the central database managed at PDMA head office. This data will be transferred on daily basis. The data received will be sent to NADRA for validation purposes in cyclic form so as to reduce case load and back logging. The data once validated by NADRA will be fed into the MIS designed by PDMA and lists of eligible candidates will be generated.

Institutional Mechanism:

In order to ensure that the survey is properly conducted and for effective coordination at district level, a Housing Cell will be established in PDMA. The cell will be supervised by DG PDMA for policy and strategic guidance. On the technical side the cell will be headed by the Project Coordinator assisted by

assistant project coordinator. The database cell will consist of data operators, under the supervision of Database Manager.

At district level there will be district coordinator for each district responsible for overall coordination with the local administration, monitoring and supervision of the survey. The district coordinator will also ensure logistic support for the teams in coordination with the district administration. He will also ensure timely transfer of data to PDMA for validation purposes.

Services Required from the Bank:

- Opening of Bank Account with zero balance for each beneficiary according to information provided by PDMA. The accounts shall be opened on the basis of CNIC number, without physical presence of the beneficiary.
- Establishment of Emergency ATM Booths in the flood affected districts of Khyber Pakhtoonkhwa.
- Linking all ATMs i.e. emergency booths established for this purpose and existing ATMs of the Bank with M.Net or One.Net.
- Awareness campaign for the beneficiaries in usage of ATM
- Disbursement of amount according to the advice provided by PDMA/PaRRSA on a prescribed format and update amount credited to the beneficiary account in the data base of PDMA/PaRRSA.
- Ensuring that the compensation which is transferred to the beneficiary account, is in accordance with advice provided by PDMA/PaRRSA.
- Ensuring that at the time of opening of account the beneficiary shall submit an affidavit duly signed/left thumb impression by the beneficiary.
- Ensuring updation of PDMA/PaRRSA database via online web based interface for verification of beneficiaries, updation of account information and compensation, for reconciliation purposes.
- Banks will send all the affidavits to PDMA/PaRRSA which will be counter signed and attested through stamp of the revenue department of Rs.30/- only.
- Ensuring fair usage policy of the access of the data base, system will keep a complete record of the logins of the banks, audit trail and the queries of the beneficiaries.
- Issue relating to a beneficiary who has died or who dies after the opening of the account; that particular case will be referred back to PDMA/PaRRSA, Bank will not deal it unless and until it has been properly adjudicated upon by PDMA/PaRRSA, which will communicate the same to the Bank.
- Any related dispute shall be immediately reported to PDMA/PaRRSA and the decision in the matter by PDMA/PaRRSA will be final.
- Bank will designate a focal person for facilitating the implementation of the project.
- Bank shall be responsible for verifying the data provided by PDMA/PaRRSA, with NADRA and submitting a final list for disbursement to PDMA/PaRRSA.

Responsibilities of PDMA/PaRRSA:

- Compensation amount will be provided to Bank through its Regional offices.
- Provision of prescribed format for crediting the amount in the beneficiary account.
- Funds to Bank will be transferred according to the following arrangement which is 1st and 15th of every month on requirement basis.
- PDMA/PaRSSA will designate a focal person for facilitating and monitoring the implementation of the project