



## EXPRESSION OF INTEREST

FOR

**Hiring of consultancy firm**

**For**

**Development of strategic roadmap, design action plans as per log frame and conduct of research on P/CVE**

## EXPRESSION OF INTEREST (EOI) DOCUMENT

### Khyber Pakhtunkhwa Centre of Excellence on Countering Violent Extremism (KPCVE)

Address: Higher Education Complex, Ranro garhi Adjacent to Poly Tech College, Bypass Road  
Peshawar

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## **1. BACK GROUND & OBJECTIVES OF THE CENTRE**

The Khyber Pakhtunkhwa Centre of Excellence on Countering Violent Extremism (KPCVE) is a specialized research-based organization established for conducting research and allied activities in the field of Preventing & Countering Violent Extremism (P/CVE) under the Khyber Pakhtunkhwa Center of Excellence on Countering Violent Extremism Act, 2021 Higher Education & Archives Department Government of Khyber Pakhtunkhwa. The preamble of the Act states "to provide for the establishment of a research-based Centre of Excellence on Countering Violent Extremism in the Province of Khyber Pakhtunkhwa.

## **2. SCOPE OF WORK**

The Khyber Pakhtunkhwa Centre of Excellence on Countering Violent Extremism (hereinafter referred to as "KPCVE") has advertised the Expression of Interest (EOI) for the "Hiring of Consultancy Firm" to invite application from prospective firms/research organizations and associations (herein after referred to as "Applicant") for Development of strategic roadmap, design action plans as per log frame and conduct of research on prevention and countering violent extremism (P/CVE) in Khyber Pakhtunkhwa.

In doing so, the *Applicant(s)* is expected analyze the available data and requisite documents in the form of Act, rules and other reports etc. and to develop a comprehensive policy on CVE wherein all do-able actions are included and the Centre is assisted with conduct of research on main drivers of CVE, their inter and intra sectoral and cross organizational correlation with each other as well as reports based on tangible recommendations.

This EOI Document is in accordance with **Khyber Pakhtunkhwa Procurement Rules (KPPRA) 2014**. The Consultant will be selected as per **QCBS system of selection of consultant and through single-stage two-envelope method of procurement** in accordance with the procedures of KPPRA, 2014 along with all subsequent amendments. The short- listed applicants will only be issued the "*Request for Proposal*" regarding this assignment.

## **3. APPLICANT**

A Prospective Bidder may be a Firm/ Joint Venture (JV)/Consortium. The Prospective Bidder may bid for more than one package. Each Joint Venture (JV), Consortium shall appoint and authorize one (01) lead member (hereinafter called as "*Lead Member*") to represent and irrevocably bind all members of the Consortium in all matters connected with the short listing, including but not limited to the submission of the EOI Application on behalf of the Consortium. After short-listing, any change in the composition of the Consortium (except lead member) will be subject to client's approval.

#### 4. SHORT-LISTING CRITERIA

The received EOI shall be evaluated on the following grounds:

❖ Overall experience of the Consulting Firm
❖ Relevant experience of the Consulting Firm
❖ Key Experts (Quality & Experience of Professional Staff)
❖ Financial Capacity of the Consulting Firm

Detail of short listing criteria is attached as **Annex 2**. Only the short listed consultancy firms qualify as per shortlisting criteria will be issued RFP of the assignment.

#### 5. INELIGIBILITY OF A PROSPECTIVE FIRM

If an Applicant or a Consortium member has been barred from participating in any project by the Federal, Provincial or local government or government instrumentality in Pakistan or in any other jurisdiction to which the Applicant or a Consortium member belongs or in which the Applicant or a Consortium member conducts its business, whereas the bar subsists as on the EOI Application Submission Deadline, such entity shall not be eligible to submit Application for EOI, either individually or as a Consortium member.

#### 6. PREPARATION COST

The Applicant shall bear all costs associated with the preparation and submission of this EOI Application, all costs and expenses related to the Applicant's preparation of responses to questions or requests for clarification.

#### 7. LANGUAGE

The EOI Application and all related correspondence and documents must be written in English. Supporting documents and printed literature furnished by Applicant with the EOI Application may be in any other language provided that they are accompanied by appropriate translations of the submitted documents in English and being duly certified. Supporting materials, which are not translated into English, will not be considered for short listing purpose.

#### 8. CLARIFICATIONS

The Applicant requiring any clarification on the EOI document may send a request for clarification to the Khyber Pakhtunkhwa Centre of Excellence on Countering Violent Extremism (KPCVE) at the address given below on or before three (03) days of application submission date:

## **Khyber Pakhtunkhwa Centre of Excellence on Countering Violent Extremism (KPCVE)**

Address: Higher Education Complex, Ranro garhi Adjacent to Poly Tech College, Bypass Road Peshawar

Ph.: + +92 91 9214443

Email: [info@kpcve.gov.pk](mailto:info@kpcve.gov.pk)

The copies of the response, including an explanation of the query but no identification of its source (the "Response to Questions Document"), will be sent on or before five (05) days of application submission date to all Applicants, who have obtained the EOI Document and will form part of the EOI Document. If similar or repeated queries are made by Applicant, those queries may be listed as one query and responded once.

### **9. SUBMISSION OF EOI APPLICATION**

#### **a) Format and Signing of the EOI Application**

- i. Each Applicant shall prepare and submit one (1) printed original, two (2) printed copies and (1) electronic copy (on DVD, CD or USB drive) of its EOI Application, clearly marking each one as "Original", "Copy No. 1", "Copy No. 2", etc., as appropriate. In the event of any discrepancy between the copies and the original, the original shall govern.
- ii. The original and all printed copies of the EOI application shall be typed or written in indelible ink. The person or persons duly authorized shall sign the EOI application by:
  - a. Signing the original EOI Application; and
  - b. Initialing all the pages of the EOI document.
- iii. The relevant EOI application shall contain no alterations, omissions or additions, unless such corrections are signed by the person or persons duly authorized.
- iv. The information to be provided within the DVD/CD/USB shall contain non-compressed and un-protected files in printable formats. Furthermore, such devices must be free from virus.

**b) Sealing and Marking of EOI Applications**

- i. The Applicant shall seal the original EOI Application and each copy in separate envelopes, each containing the documents specified in the EOI application. All the copies and original EOI Application sealed individually should be submitted to the KPCVE enclosed in a single envelop bearing the words "HIRING OF CONSULTANCY FIRM".
- ii. The inner envelope shall each indicate the name and address of the Applicant (in case of a Consortium, the name and address of the Lead Member) to enable the relevant EOI Application to be returned unopened if it is declared "late".
- iii. The DVD/CD/USB requested shall be submitted with the printed EOI Application as provided in Annex 3. For the avoidance of doubt, it is expressly specified that the Prospective Bidders shall not be allowed to submit their EOI Applications by e- mail or fax.

**c) Application Submission Date and Time**

**EOI applications should be submitted via post or in person on or before 02:00 P.M 20<sup>th</sup> November 2023 (Monday) to the office of Director General, KPCVE in the manner and form as detailed in this EOI document, which shall be opened on the same day by the Procurement committee in the presence of representatives of the firms who chose to attend at 02:30 PM.** The applications submitted electronically will not be considered for evaluation and short listing. KPCVE reserves the right to extend the EOI application submission Date and Time, at any time prior to opening of EOI applications. KPCVE also reserves the right to reject any or all the proposals any time before award of contract as per provisions contained in Rule 47 of KPPRA Procurement Rules 2014.

**10. ANNOUNCEMENT OF SHORT-LISTED APPLICANT**

After the evaluation of EOI Applications as per pre-determined criteria (**Annex-2**), the KPCVE will announce a list of "Shortlisted Applicants" i.e. Bidders who meet the evaluation criteria. "Request for Proposal" for the said assignment will be issued only to the "Shortlisted Applicants".

**11. SPECIAL INSTRUCTIONS TO PROSPECTIVE BIDDERS**

- i. The applicant shall sign/initial & stamped each page before submitting the expression of interest. Submission of inaccurate or false information would result in disqualification and legal action will be initiated against the applicant. The applicant shall attach attested copies of the requisite documents/certificates where required.
- ii. The applicant shall give an affidavit of non-involvement in any litigation case against any department. The applicant in litigation will provisionally be allowed unless proven guilty.
- iii.
- iv. In case of Joint Venture, Copy of JV Agreement must be provided and standard terms & conditions of JV under PEC & KPPRA would apply.
- v. Applicant shall note that any Consortium must NOT comprise of more than three (03) individual firms. Further, **one bid one bidder** is the prevailing Rule of thumb. A Bidder bidding as a member of a joint venture shall not be entitled to submit another bid individually.
- vi. Among JV partners, Lead Partner and in case of Consortium Lead Member should be a legal entity registered under appropriate law in Pakistan. Other partners / members, if from abroad, should be registered as legal entity under appropriate law of the respective country and may legally take assignment in Pakistan. Individual Consulting firm and in case of a JV / Consortium at least one partner /member must have been in existence for minimum Five years and other partners / members for at least three years as on last date for submission of EOI.
- vii. The applicant unable to meet ANY of the mandatory requirements shall be straightaway disqualified/rejected, except for sales tax registration with Khyber Pakhtunkhwa Revenue Authority (KPRRA), in that case, if a firm or consortium is not registered, they may be shortlisted on provisional basis, but RFP will only be issued after registration with KPRRA. With regard to Shortlisting criteria and Consultants' Expression of Interest, the interpretation and decision of the Consultant Selection Committee (CSC) shall be final and binding on all Consultants.
- viii. To assist in the process of examination of EOIs, KPCVE may, at its sole discretion, ask any Bidder for clarification including additional information and documents subject to the condition that the same shall be integral part of original bid. In case of any additional documents, same will be accepted only if they are of historical nature i.e., either the documents or facts in writing in the documents should have existed prior to be EOI submission time and



same could be verified independently.

- ix. Successful Consultant is also eligible to be a Transaction Advisor only and not as Developer for this Project or any part of it.
- x. EOI shall be submitted in the following format and order:

S #	Description	Annexure Reference (Format)
1.	Draft Terms of Reference	Annex 1
2.	Shortlisting Criteria	Annex 2
3.	Cover letter	Annex 3
4.	Basic Information of Applicant	Annex 4
5.		Annex 5
6.	Non-Blacklisting Certificate	-
7.	JV / Consortium agreement (if applicable)	Annex 6
8.	Similar Experience Details	Annex 7
9.	Statement of Financial Capacity	-
10.	Other documents the applicant desires to submit	-

Annex 1: Draft Terms of Reference

**DRAFT TERMS OF REFERENCES**

*(Final Terms of Reference will be given in the RFP Document)*

**1. Research Activities for Countering Violent Extremism**

S#	Task	Objective
a.	Needs Assessment	<ul style="list-style-type: none"> <li>• A comprehensive needs assessment to understand the local context, vulnerable populations, and root causes of extremism in a specific region.</li> </ul>
b.	Radicalization Pathways	<ul style="list-style-type: none"> <li>• The pathways to radicalization, identifying key triggers and influences that lead individuals towards extremism.</li> </ul>
c.	Community Engagement	<ul style="list-style-type: none"> <li>• Research community dynamics and engagement strategies to build trust and partnerships with communities affected by extremism.</li> </ul>
d.	Online Radicalization	<ul style="list-style-type: none"> <li>• Study online platforms and social media to understand how extremist groups recruit and spread their ideologies online.</li> </ul>
e.	Counter Narratives	<ul style="list-style-type: none"> <li>• Effective counter-narratives and communication strategies that challenge extremist ideologies and narratives.</li> </ul>
f.	Role of Education	<ul style="list-style-type: none"> <li>• The role of education in preventing radicalization and promoting critical thinking and tolerance.</li> </ul>
g.	Prison Radicalization	<ul style="list-style-type: none"> <li>• The dynamics of radicalization within correctional facilities and develop de-radicalization programs for inmates.</li> </ul>
h.	Social Networks	<ul style="list-style-type: none"> <li>• The role of social networks and peer influences in the radicalization process.</li> </ul>
i.	Early Warning Systems	<ul style="list-style-type: none"> <li>• Develop and test early warning systems that can identify individuals at risk of radicalization.</li> </ul>
j.	Gender Dynamics	<ul style="list-style-type: none"> <li>• The gender dimension of radicalization, including the role of women and gender-sensitive approaches to CVE.</li> </ul>
k.	Lived Experiences	<ul style="list-style-type: none"> <li>• Conduct qualitative research, including interviews and surveys, to understand the lived experiences of individuals who have been radicalized or have disengaged from extremist groups.</li> </ul>
l.	Cultural and Religious Factors	<ul style="list-style-type: none"> <li>• Explore the cultural and religious factors that can contribute to or mitigate extremism in specific communities.</li> </ul>

m.	International Cooperation	<ul style="list-style-type: none"> <li>• Study international cooperation and best practices in CVE to identify lessons learned and strategies that can be adapted to different contexts.</li> </ul>
n.	Policy Analysis	<ul style="list-style-type: none"> <li>• Study the national and local policies related to CVE to identify gaps and opportunities for improvement.</li> </ul>
o.	Preventing Recruitment	<ul style="list-style-type: none"> <li>• Strategies for preventing recruitment, including the role of family and peer support.</li> </ul>
p.	Long-Term Prevention	<ul style="list-style-type: none"> <li>• Focus on research that aims to address the underlying conditions that make communities susceptible to extremism, such as poverty, inequality, and social exclusion.</li> </ul>

**2. Coordination and preparation of comprehensive strategies for countering violent extremism and periodical basis review**

S#	Task	Objective
a.	Coordination with stakeholders	Coordinate with relevant stakeholders, entities, community organizations, and experts in the field of extremism and radicalization.
b.	Conduct Risk Assessments	<ul style="list-style-type: none"> <li>• Identify potential extremist threats in the region, both domestic and international.</li> <li>• Study the vulnerabilities within your communities that could be exploited by extremists.</li> </ul>
c.	Study Comprehensive Strategies	<ul style="list-style-type: none"> <li>• A comprehensive CVE strategy that includes both short-term and long-term initiatives.</li> <li>• Focus on a holistic approach, addressing the root causes of extremism, as well as the symptoms.</li> <li>• Considering a range of strategies, including education, community engagement, social services, and other relevant interventions.</li> </ul>
d.	Community Engagement	<ul style="list-style-type: none"> <li>• Engage with local communities to build trust and cooperation.</li> <li>• Involve religious leaders, community organizations, and at-risk individuals in the CVE process.</li> <li>• Encourage community-led initiatives to counter extremism.</li> </ul>
e.	Education and Awareness	<ul style="list-style-type: none"> <li>• Study educational programs that promote tolerance, critical thinking, and media literacy.</li> <li>• Study the use social media and other platforms to counter extremist narratives and propaganda.</li> </ul>
f.	Institutions and Rehabilitation	<ul style="list-style-type: none"> <li>• Ensure that institutions have the necessary tools and training to study extremism.</li> </ul>

**Khyber Pakhtunkhwa Countering Violent Extremism (KPCVE), Peshawar**

		<ul style="list-style-type: none"> <li>• Develop rehabilitation and reintegration programs for individuals who have been radicalized but are willing to disengage from extremism.</li> </ul>
<b>g.</b>	International Cooperation	<ul style="list-style-type: none"> <li>• Collaborate with international approved partners to share best practices.</li> <li>• Contribute to global efforts to counter extremism and radicalization.</li> </ul>
<b>h.</b>	Legal Framework	<ul style="list-style-type: none"> <li>• Ensure that CVE efforts are carried out within the bounds of the law and respect civil liberties and human rights.</li> </ul>
<b>i.</b>	Public Awareness and Reporting Mechanisms	<ul style="list-style-type: none"> <li>• Encourage the public to report suspicious activities or individuals.</li> <li>• Establish anonymous reporting mechanisms to protect informants.</li> </ul>
<b>j.</b>	Funding and Resources	<ul style="list-style-type: none"> <li>• Allocate sufficient resources to support CVE initiatives.</li> <li>• Seek funding from government agencies, grants, and private-sector partnerships</li> </ul>
<b>k.</b>	Communication Strategy	<ul style="list-style-type: none"> <li>• Develop a clear and consistent communication strategy to inform the public about CVE efforts and progress.</li> <li>• Counter extremist propaganda with a compelling counter-narrative.</li> </ul>
<b>l.</b>	Crisis Response Plan	<ul style="list-style-type: none"> <li>• Preparation of crisis response plan in case of extremist incidents.</li> <li>• Ensure that all relevant agencies are trained and ready to respond effectively.</li> </ul>

**3. Action plans for countering violent extremism and report about implications of these plans on periodical basis to Government**

<b>S#</b>	<b>Task</b>	<b>Objective</b>
<b>a.</b>	Engagement and Partnerships	<ul style="list-style-type: none"> <li>• Collaborate with community leaders, civil society organizations, religious institutions, and other stakeholders.</li> <li>• Forge partnerships with international organizations and neighboring countries to address cross-border extremism.</li> </ul>
<b>b.</b>	Prevention Programs	<ul style="list-style-type: none"> <li>• Develop and implement programs aimed at preventing radicalization and extremism, especially among vulnerable populations.</li> <li>• Promote education, youth engagement, and social inclusion initiatives.</li> </ul>
<b>c.</b>	Intervention Strategies	<ul style="list-style-type: none"> <li>• Establish mechanisms for early intervention with individuals at risk of radicalization.</li> </ul>

		<ul style="list-style-type: none"> <li>• Provide counseling, mentorship, and rehabilitation services for those who have already been radicalized.</li> </ul>
<b>d.</b>	Counter-Messaging and Online Efforts	<ul style="list-style-type: none"> <li>• Create a counter-messaging campaign to challenge extremist narratives online and offline.</li> <li>• Monitor and regulate online platforms to prevent radicalization and recruitment.</li> </ul>
<b>e.</b>	Research & Analysis	<ul style="list-style-type: none"> <li>• Study the evolving nature of extremism.</li> <li>• Continuously study the effectiveness of CVE programs and adapt them as needed.</li> </ul>

**4. Reporting matrix**

<b>S#</b>	<b>Task</b>	<b>Objective</b>
1.	Regular Reports	<ul style="list-style-type: none"> <li>• Provide periodic reports to the government, outlining the progress of each action plan component.</li> <li>• Include quantitative and qualitative data on extremist incidents, arrests, and community engagement.</li> </ul>
2.	Impact Assessment	<ul style="list-style-type: none"> <li>• Study the effectiveness of prevention and intervention programs.</li> <li>• Study the impact of various efforts on extremist networks.</li> </ul>
3.	Policy Recommendations	<ul style="list-style-type: none"> <li>• Offer policy recommendations based on the evolving threat landscape and lessons learned.</li> <li>• Suggest legal or regulatory changes if necessary to improve extremism prevention efforts.</li> </ul>
4.	Community Feedback	<ul style="list-style-type: none"> <li>• Include feedback from at-risk communities and stakeholders to ensure their voices are heard.</li> <li>• Highlight successful community-led initiatives and best practices.</li> </ul>
5.	Global Context	<ul style="list-style-type: none"> <li>• Report on international developments in extremism and their potential impact on national security.</li> <li>• Share information on global trends in extremist ideologies.</li> </ul>
6.	Public Communication	<ul style="list-style-type: none"> <li>• Communicate key findings and progress to the public to maintain transparency and build public trust.</li> </ul>
7.	Long-Term Goals	<ul style="list-style-type: none"> <li>• Emphasize the long-term nature of preventing extremism and the need for sustained efforts.</li> </ul>

**5. Operational procedures for information gathering processing and disseminations.**

<b>S#</b>	<b>Task</b>	<b>Objective</b>
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1.	Open-Source Data	<ul style="list-style-type: none"> <li>• Monitor social media, online forums, and websites associated with extremist groups.</li> <li>• Collect publicly available information on potential threats and radicalization indicators.</li> </ul>
2.	Collaborative Initiatives	<ul style="list-style-type: none"> <li>• Work with international approved partners.</li> <li>• Collaborate with registered, legitimate NGOs, community organizations, and approved academia for research.</li> </ul>

**6. Information processing.**

1.	Data Fusion	<ul style="list-style-type: none"> <li>• Integrate information from various sources.</li> <li>• Use advanced analytics and machine learning to identify patterns and trends.</li> </ul>
2.	Risk Assessment	<ul style="list-style-type: none"> <li>• Study the credibility and urgency of threats based on data.</li> <li>• Assign risk levels to individuals or groups involved in extremist activities.</li> </ul>
3.	Vulnerability Analysis	<ul style="list-style-type: none"> <li>• Assess the susceptibility of individuals or communities to extremist influences.</li> <li>• Identify factors such as socio-economic conditions and propaganda exposure.</li> </ul>
4.	Case Management	<ul style="list-style-type: none"> <li>• Maintain detailed records of individuals of interest.</li> <li>• Implement a structured process for tracking and monitoring their activities.</li> </ul>

**7. Information dissemination**

S#	Task	Objective
1.	Community Engagement	<ul style="list-style-type: none"> <li>• Work with local communities to raise awareness about extremism.</li> <li>• Provide resources and support for community-led intervention programs.</li> </ul>
2.	Public Awareness Campaigns	<ul style="list-style-type: none"> <li>• Develop and disseminate educational materials to prevent extremist narratives.</li> <li>• Promote online safety and critical thinking skills.</li> </ul>
3.	International Cooperation	<ul style="list-style-type: none"> <li>• Share best practices with national and international approved organizations.</li> <li>• Collaborate on cross-border efforts to combat extremism.</li> </ul>
4.	Media Relations	<ul style="list-style-type: none"> <li>• Engage with media outlets to provide accurate and timely information on CVE efforts.</li> <li>• Counter false narratives and misinformation.</li> </ul>

5.	Feedback Loop	<ul style="list-style-type: none"> <li>Preparation of reports and case studies.</li> </ul>
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**8. Understanding of the contextual drivers, tipped disaffection and radicalization into violent extremist behavior and more effective conflict sensitive planning on the ground**

S#	Task	Objective
1.	Socioeconomic Factors	High levels of unemployment and economic inequality can foster disaffection, making individuals more susceptible to extremist ideologies. Lack of access to education and economic opportunities can create a breeding ground for radicalization.
2.	Political Instability	Weak governance and corruption can lead to disillusionment with the state, pushing individuals towards extremist groups as an alternative. Political marginalization of certain groups can fuel grievances and radicalization.
3.	Religious and Ideological Influences	Extremist interpretations of religion or ideology can be a motivating factor, particularly in cases of religious extremism. Ideological propaganda can radicalize individuals by convincing them of the righteousness of violent actions.
4.	Social Networks	Personal connections to individuals already involved in extremist activities can be a significant factor in radicalization. Family and peer pressure can play a role in pushing individuals towards violent extremism.
5.	Trauma and Personal Experiences	Experiences of violence, trauma, or discrimination can contribute to disaffection and make individuals more susceptible to extremist recruitment. Personal grievances and a desire for revenge may drive some individuals towards violence.
6.	Community Resilience and Prevention	Strong communities and social networks can act as a deterrent to radicalization by providing support and alternatives. Community-based prevention programs that promote tolerance, dialogue, and conflict resolution can be effective in preventing extremism.

**9. Research Areas for Preventing Violent Extremism**

S#	Task	Objective
1.	Radicalization and Recruitment Processes	Understanding the processes by which individuals become radicalized and recruited into extremist groups is crucial. Research can focus on the psychological, social, and economic factors that contribute to radicalization.

2.	Counter-Narratives and Messaging	Analyzing the impact of counter-narratives and counter-messaging campaigns is critical. Research can explore the effectiveness of different messaging strategies, the role of influencers, and how to counter extremist narratives effectively.
3.	De-radicalization and Rehabilitation Programs	Studying the success of de-radicalization and rehabilitation programs is essential for CVE efforts. Study the effectiveness of various intervention methods and the factors that contribute to successful reintegration of former extremists into society.
4.	Conflict Resolution and Peace building	CVE is often closely linked to conflict zones. Research in this area can focus on conflict resolution, peace building, and post-conflict reconciliation efforts as integral components of CVE.
5.	Evaluating International Cooperation	To study the effectiveness of international cooperation and partnerships in CVE theory and practice.
6.	Prevention and Early Intervention	Exploring early intervention strategies to prevent individuals from becoming radicalized is essential. Study school-based programs, family interventions, and mental health support.

**2 Tentative Key Experts**

1. Team Leader (Research expert or a Social Scientist in the field of P/CVE or any other related discipline of social sciences specially having direct impact on society)
2. Human right experts having demonstrative experience on the subject and hands on experience in legal matters pertaining to human rights.
3. Field experts from civil society organizations, public sector experts and other research institutions in the field of Citizen Engagement, Women and Gender Empowerment, Rehabilitation and Reintegration and Media management experts

**3 Schedule**

To be completed within six (06) months from the signing of Contract (extendable subject to provisions of contract).

**4 Facilitation by KPCVE**

- ❖ All available data with KPCVE
- ❖ Identify a single point official to co-ordinate with the designated official from Consultancy firm.



**Annex 2:**

**SHORTLISTING CRITERIA**

**A. MANDATORY DOCUMENTS SUBMISSION**

The firm unable to meet **ANY** of the mandatory requirements shall be straightaway disqualified/rejected.

S #	Check List	Status		Document Provided	
		Yes	No	Yes	No
1.	Registration with relevant authorities in Pakistan and/or outside. <b>I- Firm Registered in Pakistan:</b> ❖ NTN/FBR Certificate  <b>II- Firms Registered outside Pakistan</b> ❖ Proof of registration with relevant authorities of the country of origin / International recognize body				
2.	Nature of Ownership. (Sole proprietorship/ Company/ Partners) with copy of Memorandum & Article of Association (Provide certificate of enlistment/ incorporation)				
3.	Registration with Khyber Pakhtunkhwa Revenue Authority (KPRA) for sales tax on services only* * For prospective bidders outside KP, their eligibility shall provisionally be considered on EOI stage only. For RFP stage they shall have to be registered before proposal submission.				
4.	Non-Black Listing Certificate				

**B. QUALIFYING PARAMETERS**

The threshold for passing the shortlisting criteria shall be 60% (overall) in the following indicators. For a firm to get shortlisted shall have to secure at least 05 affirmatives in this category.

S #	Criteria	Requirement	Yes	No
1.	Firm Profile	Firm's Profile including Name, Year of Establishment, Registered Address of Head Office, Sub-offices, Telephones, Fax & Email Address.		
2.	Overall Experience	Individual Consulting firm and in case of a JV/Consortium at least one partner /member must have been in existence for minimum five years and other partners / members for at least three years as on last date for submission of EOI.		
3.	Relevant Experience Projects Completed	i.Details of *similar projects completed within last five years along with evidences of the projects completed, name of the client, project cost, scope of consultancy and copies of contracts along with completion certificate.  *Similar nature means the research carried out on P/CVE and associated fields, which could lead to P/CVE factors in a given society inside Pakistan or abroad.		
4.	Projects in hand	List of the project in hand with performance cost, year of completion and names of the clients with support documents (05 years & above)  Interested firms must provide information indicating that they are qualified to perform the services (description of similar assignments, experience in similar conditions etc.) <b>(Refer Annex-7)</b>		
5.	Detail of	List of the Clients/portfolio mix (At least 03 in the relevant fields both in Public & Private sector		

	clientele			
6.	Clientele References	-Reference letters from current clients as well as performance certificates for the projects completed -Reference letter shall be from the Client on their Letterhead or duly attested in case it is not on official pad.		
7.	Key Experts (Quality & Experience of Professional Staff)	Overall HR profile that substantially corresponds to areas covered in TORs (See Indicative Team of Key Experts in TORs).  *[Specific CVs and nomination not required at shortlisting stage)  Interested firms must provide information indicating that they are qualified to perform the services (availability of appropriate skills among staff, etc.)  i. Professional Experience of the dedicated Core Team relating to this project namely: Team Lead, and other key and non-key experts for the assignment.		
8	Financial Capacity	i. Average Annual Turnover of Minimum Rs. 05 Million for last three (03) year: ii. Last 03 years Income/ Sales tax returns  (Attested copies may be provided)		

Signature of Authorized Signatory)

Bidder seal & stamp

**Annex 3: Format of Cover Letter**

To

**Chief Coordination Officer**

**Khyber Pakhtunkhwa, Centre of Excellence on Countering Violent Extremism, (KPCVE)**

Address: Higher Education Complex, Ranro garhi Adjacent to Poly Tech College, Bypass Road, Peshawar

Subject: Development of strategic roadmap, design action plans as per log frame and conduct of research on P/CVE

**Dear Sir,**

Being duly authorized to represent and act on behalf of \_\_\_\_\_, and having reviewed and fully understood all of the terms and condition set forth in the EOI document and attached annexes.

We hereby express our interest and apply for the short listing of the “Hiring of Consultancy Firm” for Khyber Pakhtunkhwa Centre of Excellence on Countering Violent Extremism (KPCVE).

**Authorized Signature:**

\_\_\_\_\_

**Name :**

\_\_\_\_\_

**Designation :**

**Applicant's Official Seal:**

\_\_\_\_\_

**Annex 4: Basic Information of Applicant**

**BASIC INFORMATION OF APPLICANT**

**Prospective Applicant**

- a) Name:
- b) Country of Incorporation:
- c) Address of the corporate headquarters and its branch office (s), Pakistan:
- d) Date of incorporation and / or commencement of business:
- e) Type (corporation, partnership, etc.)
- f) Telephone No:
- g) Cell No:
- h) Fax:
- i) Email:

**Consortium Member's Information**

- a) Name:
- b) Designation:
- c) Bidder's Company:
- d) Address:
- e) Telephone No:
- f) Cell No
- g) Fax No:
- h) E-mail Address:
- i) Primary area of business

**Details of individual (s) who will serve as the point of contact / communication for the Bidder's company:**

- a) Name:
- b) Designation:
- c) Address:
- d) Telephone No.
- e) E-mail address:
- f) Fax No.

**Non Blacklisting Certificate**

*(On Stamp Paper)*

- We, **[Name and Address of the Applicant]**, do hereby declare on solemn affirmation that:
  - I. We have not been black listed from any Government Department / Entity/Agency
  - II. We acknowledge that we have read, understood and accepted the EOI Document along with all terms and conditions specified above in the EOI document
  - III. We understand that the KPCVE, Peshawar shall have the right, at his exclusive discretion, to require, in writing, further information or clarification of the EOI, from any or all the Applicant(s)

Dated \_\_\_\_\_ day of \_\_\_\_\_, 2020

<b><u>APPLICANT</u></b>	
Signature:	
CNIC #	
Name	
Designation	
Address	
<b>WITNESS 1</b>	<b>WITNESS 2</b>
Signature _____	Signature-----

CNIC # _____	CNIC # _____
Name _____	Name _____
Designation _____	Designation _____
Address _____	Address _____

**Annex 6: Similar Assignment**

**SIMILAR ASSIGNMENT**

[Using the format below, provide information on each assignment for which you, and each associate for this assignment, was legally contracted as a corporate entity or as one of the major members within a consortium, for carrying out project similar to the ones requested under this Assignment. Please provide Client’s certification and/or evidence of the contract agreement.]

Project name:	Value of the project (in current PKR):
Country: Location within country:	Duration of project (months):
Name of Client:	Total No. of staff-months (by your company) on the project:
Start date (month/year):  Completion date (month/year):	In case of contractor or subcontractor: Value of part of the project provided by Bidder or subcontractor (in current PKR):
Name of associated members, if any:	No. of professional staff-months provided by associated members:
Name of senior professional staff of your company involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):	
Narrative description of Project:	



Description of actual services provided by your staff within the assignment:

**Note:**

1. Only the eligible projects that satisfy technical criteria shall be included.
2. All the Financial numbers are to be given in PKR

(Signature of Authorized  
Signatory) Bidder seal &  
stamp

Annex 7: Financial Capacity

**FINANCIAL CAPACITY**

**Turnover (Last 03 years)**

Financial Year End (insert the date and year)

**Prospective Bidder**

(or if the Prospective Bidder is a Consortium, the relevant Consortium Member)

(Rs in Million)

<b>Year</b> (Enter the Financial Year)	<b>Annual Turnover</b>
<b>1</b>	
<b>2</b>	
<b>3</b>	
<b>Total</b>	
<b>Average</b>	100

*\*Submit last 3 years audited Financial Statements.*

**(Signature of Authorized Signatory)**

Bidder seal & stamp