

THE UNIVERSITY OF AGRICULTURE PESHAWAR



REQUEST FOR PROPOSAL (RFP) FROM CONSULTANT

FOR

DEVELOPMENT OF FINANCIAL SUSTAINABILITY AND BUSINESS
PLAN AT THE UNIVERSITY OF AGRICULTURE, PESHAWAR

REGISTRAR

THE UNIVERSITY OF AGRICULTURE, PESHAWAR

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THE UNIVERSITY OF AGRICULTURE PESHAWAR
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REQUEST FOR PROPOSALS

The University of Agriculture, Peshawar intends to hire the services of the consultants/firms for the Development of Financial Sustainability and Business Plan and invites technical & financial proposals from consultants having valid NTN & KPRA Registration through EPADS on Single-Stage Two Envelope procedure.

Sr.No	Description	Bid Security	Submission of Bid	Date & Opening Time
01	Hiring of the Consultant for Development of Financial Sustainability and Business Plan at The University of Agriculture, Peshawar	2%	14.04.2026 01:30 pm	14.04.2026 02:00 pm

Terms and Conditions

1. E-Bidding documents containing detailed terms and conditions, specification and requirement etc. are available for bidders on E-PADS at <https://www.kp.eppure.gov.pk>, KPPRA <https://www.kppra.gov.pk> and University Website <https://www.aup.edu.pk>
2. Technical and financial bids should be submitted through (EPADS).
3. The affidavits in hard form regarding Non-Black Listing/ Bankruptcy (confirming that bidder is not Blacklisted by any Government/Semi Government Organization nor any banking institution), in **(original)** shall be submitted in a separate envelope.
4. The original CDR in the form of a bank draft/call deposit in favor of the Treasurer, The University of Agriculture, Peshawar and bid fee receipt Rs.2,000/- (original) per form, into Account No. PK26KHBYB5317003007797396 "The Bank of Khyber, University of Peshawar, University Campus Branch, Peshawar) shall be submitted in a separate envelope to the undersigned before the closing date
5. Any Information regarding tender may be sought from the Registrar Office at the University of Agriculture, Peshawar.

REGISTRAR

THE UNIVERSITY OF AGRICULTURE PESHAWAR
(Ph# 091-9221263)

Title:	Development of Financial Sustainability & Business Plan for The University of Agriculture Peshawar
Category:	Consulting Services
Type of Contract:	Lump sum contract
Selection Method	Quality Cum Cost Based System

1. Background

The University of Agriculture Peshawar (UAP) is committed to strengthening its financial sustainability, academic excellence, and research capabilities. To achieve this, the university intends to develop a comprehensive Business Plan that provides a strategic roadmap for revenue generation, resource optimization, and institutional growth. For a sustainable and futuristic business plan, The University of agriculture is seeking the services of a qualified consultant or consulting firm to develop and implement strategies aimed at enhancing revenue generation and ensuring long-term financial sustainability. The consultant will work closely with the University financial management committee and Management team to identify opportunities, address challenges, and create actionable plans to achieve financial goals.

2. Objectives of the Assignment

The consultant will be responsible for preparing a detailed Business Plan that focuses on:

- To diversify revenue streams for financial sustainability through assessment of the University current financial health, revenue streams, and expenditure patterns.
- To identify and perform financial analysis of various business opportunities and national /international best practices.
- To enhance public-private partnerships and commercialization of University products/Technologies as per relevant rules and regulation.
- To improve operational efficiency and capacity of the relevant offices.

3. Scope of Work

The consultant will undertake the following tasks:

3.1 Preliminary Assessment & Situational Analysis

- Review existing policies, relevant financial reports/Outlays and prepare a comprehensive analytical report.
- Conduct feasibility study (including SWOT analysis, financial/Economic analysis) of all resources, for commercialization including but not limited to University farm land, orchards, nurseries, leasing of agriculture & commercial land, buildings, commercialized resource Centre/laboratories, schools & colleges, Dairy Farm, Poultry Farm, Dairy Technology Centre, Feed Mill and construction of additional buildings like Multi-Purpose Shopping Complex, Shops, high rise flats etc. and to develop a detailed Master/Business plan

3.2 Stakeholder Engagement

- Conduct consultations with relevant stakeholders & Identify key areas for sustainable financial development.

3.3 Business Plan Framework Development

- Identify potential revenue streams (e.g., research commercialization and collaboration, consultancy, agribusiness/agri-tourism partnerships).
- Define short-term, medium-term, and long-term financial sustainability plans/models.
- Develop an implementation strategy with clear timelines and Key Performance Indicators (KPIs).

3.4 Actionable Roadmap & Implementation Strategy

- Identify investment opportunities and funding sources.

- Develop a clear road map starting from identification of potential activities till completion and activation programs.
- Recommend marketing, outreach, and industry collaboration strategies.
- Identify risks involved in carrying out activities.

3.5 Finalization & Presentation

- Conduct validation workshops to present findings and recommendations.
- Incorporate feedback from stakeholders.
- Submit a final business plan with an executive summary and supporting documents.

3.6 Capacity Building

- Conduct training sessions for relevant staff on financial management, fundraising, and revenue generation and the business plans produced by the consultant.
- Develop tools and templates to support ongoing financial planning and monitoring.

4. Technical Proposal Evaluation Criteria

The selection process will be conducted as per the criteria below:

4.1 Bid Evaluation Formula on 60:40 Ratio

(Technical Bid Carries 60 % Weight and Financial Bid Carries 40 % Weight)

1. Technical Bid Evaluation:

$$\text{Formula} = \frac{w_t \times y_i}{y_h}$$

Where,

w_t	=	Weight of technical bid = 60
y_i	=	Marks of Technical bid of i^{th} bidder
y_h	=	Marks of bidder with highest marks (against whom marks of all bidders are measured)

Note:

Under this formula, the bidder who secures the highest technical marks (y_h) is awarded the full technical weight of **60 marks**. The technical scores of all other bidders are calculated proportionately by comparing their obtained marks (y_i) against the highest score. This ensures a

fair, transparent, and standardized evaluation process where all technical bids are assessed relative to the best-performing bidder.

Technical bids: comparison is made against the best (highest) quality → Bidder ÷ Highest

2. Financial Bid Evaluation:

$$\text{Formula} = \frac{w_f \times y_m}{y_i}$$

Where, w_f = Weight of financial bid = 40
 y_m = Amount in Rs. of lowest bidder
 y_i = Amount in Rs. of i^{th} bidder

Note:

Under this method, the bidder offering the lowest price is awarded the full financial weight of **40 marks**. The financial scores of all other bidders are calculated proportionately by comparing their quoted prices with the lowest bid. Higher-priced bids receive proportionately lower scores.

Financial bids: comparison is made against the best (lowest) price → Lowest ÷ Bidder

4.2 Bid Evaluation on 60:40 Ratio:

Total Score = Technical Bid Score + Financial Bid Score

4.3 Evaluation Criteria of Technical & Financial Proposals

TECHNICAL PROPOSALS 60% WEIGHTAGE	
1	<p>FIRM EXPERIENCE (20/100)</p> <p>At least Experience = 15 Years Minimum Qualifying Score = 10 Marks Over & Above Experience /Year = 01 Mark</p>
2	<p>PROPOSED METHODOLOGY (10/100)</p> <p>Methodology will be evaluated based on clarity, relevance, practicality, innovation and alignment of the objectives of the assignment.</p> <p>Phase 1: Inception and understanding of the assignment Phase 2: Data collection and diagnostic assessment Phase 3: Financial and business analysis Phase 4: Development of Financial Stability framework Phase 5: Business plan development Phase 6: Reporting and presentation</p> <p><u>Deliverables:</u></p> <p>1: Inception Report = 02 Marks 2: Draft Financial Stability and Business Plan = 02 Marks 3: Final Financial Stability and business plan = 02 Marks 4: Presentation = 04 Marks</p>
3	<p>RELEVANT PROJECTS (15/100)</p> <p>Maximum 05 Projects preferably entrepreneurial projects: = 15 Marks Minimum Worth per Project = 01 Million Consider Ongoing Projects = Yes</p>
4	<p>FINANCIAL STABILITY (20/100)</p> <p>Net Worth = 20 Million = 20 Marks Duration = Last 03 Years 01 Mark decreased on each million = Reverse Order</p>
5	<p>TECHNICAL STAFF (25/100)</p> <p>Team (Key persons): = 10 Marks</p> <p>Technical Personnel = 03 = 06 Marks CEO/Head = 01 = 02 Marks Support Staff = 01 = 02 Marks</p> <p><u>Head Count = 05 Members</u></p> <p>Qualification: = 10 Marks</p> <p>PhD/CA = 02 Marks</p>

	MS/Mphil/18 years	=1.5 Marks
	M.Com/16 years	= 01 Mark
	Individual Experience	= 05 Marks
	Highest experience	= 05 Marks
	2 nd highest experience	= 03 Marks
	3 rd highest experience	= 01 Mark
6	CLIENT SATISFACTORY REPORTS	(05/100)
	Min. Satisfactory Reports Required	= 02 Nos.
	Over and above per Report	= 0.5 Marks
7	REGULATORY COMPLIANCE	(05/100)
	Registered with: FBR, KPRA, PEC	= 05 Marks
FINANCIAL PROPOSALS 40% WEIGHTAGE		
Financial proposals will be evaluated as per formula given in “Technical Proposal Evaluation Criteria”		

4.4 Deliverables & Timeline

The consultant shall provide the following deliverables within **03 months**:

1. **Inception Report** – Preliminary Assessment of all existing revenue generation sources (02 Weeks).
2. **Analysis Report** – Institutional Analysis and benchmarking findings (02 weeks).
3. **Draft Business Plan** – A comprehensive financial sustainability and revenue generation report covering all possible resources and its implementation along with road map (04 weeks).
4. **Final Business Plan** – A final financial sustainability and revenue generation report & presentation covering all possible resources and its implementation along with road map in consultation of financial management Committee & stakeholders (04 Weeks).

5. Reporting Frame Work

The consultant will report to the **Vice-Chancellor, The University of Agriculture, Peshawar through** Financial management Committee, UAP.

6. Payment Terms

Payments will be made in installments based on deliverables, following **these guidelines for consultant payments:**

- **10%** upon submission and approval of the **Inception Report**.
- **20%** upon submission and approval of the **Situational Analysis Report**.
- **30%** upon submission and acceptance of the **Draft Business Plan**.
- **30%** upon submission and approval of the **Final Business Plan**.
- **10%** after successful **completion and final acceptance** of all deliverables.

7. Submission of Proposals

Interested consultants must submit both technical & financial proposals covering the following:

- A detailed proposal includes firm's experience, methodology, financial stability, technical staff, client's satisfactory reports, registration with regulatory authority, work plan, and timeline.
- CVs of key personnel.
- A financial proposal with a breakdown of costs.
- Summary of financial proposal showing total cost including all expenses for the assignment.
- Evidence of previous experience in similar assignments

8. Confidentiality

Consultants will be required to sign a confidentiality agreement to protect the organization's sensitive financial and operational information.

9. Consultant/Firm's Contact Information

The following information shall be provided by firm for official contact on firm's letterhead.

[Insert contact person's name]

[title, contact person]

[email, and phone number]

[Signature]

[Official Seal]

10. Contact Information for Inquiry

Any information may be obtained regarding TORs and Assignment from the following officials of the university in official hours

[Registrar, The University of Agriculture Peshawar]

[email: REGISTRAR@AUP.EDU.PK]

[phone number: 091-9221263]