

REQUEST FOR PROPOSAL

for Engagement of Individual Consultant for
carrying out
**The Human Language Technology Practice
and Policy Study 2013**

National ICT R&D Fund
Ministry of Information Technology
Government of Pakistan

10th September, 2013

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1 About National ICT R&D Fund (The Company)

The government of Pakistan has mandated that a certain percentage of gross revenue generated by all telecom service providers be allocated to development and research of information and communication technologies with the vision to transform Pakistan's economy into a knowledge based economy by promoting efficient, sustainable and effective ICT initiatives through synergic development of industrial and academic resources. To achieve this vision National ICT R&D Fund has been created. National ICT R&D Fund (**The Company**) is a *federally governed company established under section 42 of the Companies Ordinance 1984*. More details about the company are available at <http://www.ictrdf.org.pk>.

2 Overview of Proposal

National ICT R&D Fund invites proposals from individual Pakistanis for carrying out the "2013 Human Language Technology Practice and Policy Study" as per the guidelines described in this RFP.

2.1 Background and Introduction

Information and Communication Technologies (ICTs) hold a significant promise for socio-economic impact for our nation, improving services, incubating innovation and increasing national harmony. However, limiting ICTs to English excludes almost 90% of Pakistanis, who cannot communicate in this foreign language, from the potential benefits. Thus, to realize even a proportion of the enormous advantage which can be gained by deploying ICTs, useful applications and, more importantly, content must be available in the local languages.

In Pakistan more than 66 languages are spoken, making Pakistan a very linguistically diverse country. Enabling ICTs in so many languages requires a considered and substantial effort.

To this end, National ICT R&D Fund is looking to hire the services of an individual consultant that would conduct an exercise to draft a national level plan/roadmap related to R&D in Human Language Technology (HLT). The aim of this assignment is to carry out a comprehensive exercise to study the current initiatives and practices that are underway or are planned for the future in the area of Human Language Technology within Pakistan and to devise a future language technology program specific to the socio economic needs of the country.

2.2 Scope of Work

The study is intended to set the baseline and act as an input for developing a national strategy to undertake future work in Human Language Technology for Pakistan. The study will have multiple components including the following, covering the languages spoken in Pakistan.

1. Scope and Use of HLT in general
 - a. Clarify the aims and objectives of undertaking R&D in HLT
 - b. Define and categorize the scope of work in HLT
2. State of Practice of HLT in Pakistan
 - a. Determine the status of availability of HLT for Pakistani languages in Pakistan

- b. Chart the current use of available HLT in Pakistan
- 3. Policy and Practice for Developing HLT in the region
 - a. What is the policy and historical practice of development of HLT in at least three countries with similar challenges to Pakistan and with active national programs?
 - b. What is the current policy and historical practice of development of HLT in Pakistan?
- 4. Gap between HLT Practice and Need
 - a. Identify the sectors/target populations for the use of HLT for the various categories of applications
 - b. Determine the need for HLT in Pakistan in various sectors
 - c. Identify the needs and path for development of HLT in Pakistan

2.3 Desired Outcomes/Deliverables

The desired outcome of the proposed study will be a report comprising of a set of recommendations to address HLT needs in Pakistan, including the following dimensions.

- a. Core research areas
- b. Language computing and other relevant standards
- c. Linguistic resources
- d. Language computing applications
- e. Capacity building and institutionalizing HLT R&D
- f. Dissemination and adoption of HLT
- g. Commercialization opportunities

2.4 Proposed Methodology

The work will consist of two primary components. The first component will focus on defining the scope, current practice and policy for HLT (as per the details in Section 2.2, items 1, 2 and 3). The second component will require field work within Pakistan to assess the needs of various sectors for HLT and for drafting a roadmap to address these needs (as per the details in item 4, Section 2.2 and in Section 2.3). The individual conducting the study may engage up to two suitably qualified individual researchers to assist in this work.

The study should cover the linguistic diversity in Pakistan and research and development areas from the short, medium and long term perspectives. The study should emphasize on applications of HLT which have concrete economic and/or social benefits for the relevant communities across Pakistan. The study should also consider the measures which would need to be undertaken to sustain continued work in HLT in commercial and academic sectors.

The study should research published work, available tools and technologies and current usage in HLT for languages spoken in Pakistan to address the first component of this study. For the second component, appropriate stakeholders and key informants should be consulted to determine the more relevant sectors and their needs in the context of HLT. At least three major sectors should be covered, including at least one social sector and one commercial sector. Similarly, key informants should also be consulted in the process of developing the

recommendations, including those involved in the development of HLT and those involved in using the technology.

The report must be finalized and submitted in 120 days.

2.5 Level of Effort Required

Given that this is an exercise in predicting the future, there could be varying levels of effort corresponding to the degree of accuracy that is required. To ensure that all the responses are on the same page, the National ICT R&D Fund has estimated that the study shall require a maximum of 60 days of work spread over a maximum period of 120 days by an individual consultant. Consultants responding to this RFP should hence keep this level of effort in mind.

2.6 Essential Eligibility Criteria for Applicant

The study will be conducted by an individual who has an advanced degree (preferably a PhD but at least 18 years of formal education) in the relevant field with an overall professional work experience of 10+ years including a minimum of 5 years of hands on R&D experience in the HLT area. An applicant having less than 5 years of experience in the HLT domain will not be considered for the assignment. It is also mandatory for the applicant to be a Pakistani national.

3 Standard Instructions

- a. Proposals will be accepted and evaluated using **Single Stage, Two Envelope Procedure** (separate sealed envelopes of technical and financial proposals).
- b. Final assignment award will be on the basis of combined technical and financial score in the following manner:

Proposal	Weight
Technical	70%
Financial	30%
Total	100%

- c. Proposals shall be submitted in English language.
- d. The proposals shall be clear and elaborate. Different sections of the proposals shall be separated using color separators, flags or tags. The proposals shall be prepared without any interlineations or overwriting.
- e. Applicants may request in writing, for clarification of any of the provisions of this RFP up till 07 (seven) calendar days before the submission date. All queries may be sent to nelofar.arshad@ictrdf.org.pk. Responses to queries will be emailed and also placed on the Company's website.
- f. The Company reserves the right to accept or reject all of the proposals submitted at any time in accordance with applicable PPRA rules.
- g. The costs of preparing the proposal and of negotiating any subsequent funding, including visits for discussion with the Company are not reimbursable.

- h. Proposals submitted should remain valid for a period of 3 months from the last date of submission of proposals.
- i. A bidder conference/meeting will be held at R&D office in which all prospective bidders are welcome to put in any suggestions or make any contributions to add value to the RFP exercise being under taken. However, such suggestions have to be brought on to meeting in writing, duly signed and dated.

It will remain an option of R&D Fund as to which suggestions will be discussed in the meeting or incorporated in the RFP.

An amendment, if made, on the basis of above feedback, suggestions will be communicated to all participants and displayed on our website within 4 working days.

3.1 Contract Term and Work Schedule

The contract term and work schedule set out herein represent the Company’s best estimate of the schedule that will be followed. If a component of this schedule, such as the opening date, is delayed, the rest of the schedule will be shifted by the same number of days. The approximate contract schedule is as follows:

Serial No.	Activity	Dates
1	RFP Issue Date	8 th September, 2013
2	Bidders conference/meeting for feedback on the floated RFP	16 th September at 1500 hrs
3	Proposal Submission Deadline	24 th September till 1500 hrs
4	Opening of Technical Proposals (in front of applicants at 6 th Floor, HBL Tower, Jinnah Avenue, Blue Area, Islamabad)	24 th September at 1530 hrs
5	Opening of Financial Proposals (in front of applicants at 6 th Floor, HBL Tower, Jinnah Avenue, Blue Area, Islamabad)	11 th October at 1500 hrs
6	Notice of Intent to Award (LOI)	25 th October, 2013

4 Proposal Submission Requirements

Technical Proposals (Section B) shall be in compliance with the requirements laid down in the RFP document. The technical proposals shall include the following:

- a. A covering letter from the applicant (Form B1).
- b. Table of Contents with page numbers
- c. A detailed CV of the applicant/consultant profile (Form B2) including academic and professional accomplishments, details of similar assignments completed, names of clients, duration and contract value, (Form B3), etc.
- d. CV of team members/consultants (if any) (Form B6 & B7)
- e. Details of accomplishments, R&D work in the HLT domain over a period of 5+ years. (This could be in the form of publications including books, reports, journal publications,

conference papers, etc., relevant research and development projects undertaken, memberships in relevant national and international bodies, conferences organized, patents, products, etc.), (Form B4)

- f. Proposed Assignment Work methodology and Plan. At this stage the Company perceives that the assignment can be completed within a period of sixty (60) days spread over a 120 day period, (Form B5).

5 Copyrights

All outcomes of the project (both hard and soft formats) including but not limited to study instruments; data, reports etc. will be the sole property of National ICT R&D Fund.

6 Financial Proposals

- a. A sealed financial proposal is to be submitted along with the technical proposal in the format attached as Annex-A.
- b. The Company will not pay for purchase of any capital good such as computers/laptops, etc.

7 Payment Plan

The payment will be disbursed according to the following plan upon formal acceptance of the deliverable. Withholding tax will be deducted as per rules.

No.	Project Milestone	Amount Payable
1	Mobilization Advance	10%
2	Submission of draft report on state of HLT practices in Pakistan	50%
3	Acceptance of final comprehensive report*	40%

- * In case of non-acceptance of report within 10 working days, the matter will be automatically escalated to Project Management Committee (PMC), which will decide further improvements needed if any or acceptance of the existing report as is.

8 Proposal Submission

- a. Each technical proposal shall be submitted as two printed copies (one marked as ORIGINAL, the other as COPY) and one soft copy on a CD or DVD (MS Word compatible file format).
- b. A sealed financial proposal is to be submitted along with the technical proposal in the format attached as Annex-A Proposals must be delivered at the address given below before 1500 hrs. (PST), on Sep 24, 2013.

Manager Administration
National ICT R&D Fund
6th Floor, HBL Tower, Jinnah Avenue
Blue Area, Islamabad, Pakistan
Tel: 051-9215360 to 65

Email: nelofar.arshad@ictrdf.org.pk

- c. Technical Proposals shall be opened at 1530 hrs on Sep 24, 2013 in presence of all applicants who choose to be present.

9 Evaluation Criteria

1.1. Technical proposals will be evaluated on the basis of Scoring Criteria as provided below. Financial proposals would be opened only for those applicants obtaining 65% or higher marks in Technical Evaluation. Financial proposals of those applicants obtaining less than 65% marks in Technical Evaluation shall remain un-opened & would be returned to the applicants.

1.2. An evaluation committee appointed by the Company will evaluate the technical proposals on the basis of their compliance with the RFP and by applying the evaluation criteria and the point system as specified below. A technical proposal shall be rejected at this stage if it fails to achieve the minimum score indicated below:

9.1 Scoring Criteria

Following is the scoring criteria for Technical & Financial Evaluation.

#	Technical Evaluation	Marks	Obtained
a	Qualifications of the applicant	10	
b	Total work experience of applicant (minimum 10 years required)	20	
c	Experience of applicant in conducting HLT related R&D locally or internationally (minimum 5+ years required).	20	
d	Specific experience and expertise of applicant in conducting similar assignment(s) in the past	10	
f.	Proposed assignment duration and work plan	10	
Total Points		70	
Minimum qualification score (65%)		45.5	
Sub Total		70	

Financial Evaluation

	Marks	Obtained
Bid Price	30	
Grand Total (Technical + Financial)	100	

9.2 Financial Proposal Scoring

Formula to convert Financial Proposal amount to points

In order to determine the final bid score following example may be considered:

STEP 1

List all proposal prices:

Bidder #1 – Rs. 1,000,000 Bidder #2 – Rs. 2,000,000 Bidder #3 – Rs. 3,000,000

STEP 2

Convert cost to points using this formula.

(Price of Lowest Financial Proposal) x (Maximum Points for Financial Evaluation)

-----=

POINTS

(Value of each bidder's Financial Proposal)

The RFP allotted 30% (30 points) of the total of 100 points for financial evaluation.

Being the lowest, bidder #1 receives 30 points.

Bidder # 2 receives 15 points Rs. 1,000,000/Rs. 2,000,000 x 30 = 15

Bidder # 3 receives 10 points Rs. 1,000,000/Rs. 3,000,000 x 30 = 10

The scores of financial bid will be added to technical scores and final award of contract decision will be based on total of technical score plus financial score.

Section B. Technical Proposal - Standard Forms

B1. Technical Proposal submission form.

B2. Consultant's Profile

B3. Similar Assignments Completed by Consultant

B4. R&D work in HLT Domain by Consultant

B5. Description of the methodology and work plan for performing the assignment.

B6. Team Members

B1. TECHNICAL PROPOSAL SUBMISSION FORM

[*Location, Date*]

To:
Manager Administration
National ICT R&D Fund
6th Floor, HBL Tower
Islamabad, Pakistan
Tel: (92-51) 9215360-65
Fax: (92-51) 9215360
Email: nelofar.arshard@ictrdf.org.pk

Sir,

I/We, the undersigned, offer to provide the consulting services for **Human Language Technology Practice and Policy Study 2013** in accordance with your Request for Proposal dated [*Advertisement Date*]. I/We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

If negotiations are held during the period of validity of the Proposal, i.e., before [*Date*] I/we undertake to negotiate on the basis of the proposed staff. My/Our Proposal is binding upon me/us and subject to the modifications resulting from Contract negotiations.

I/We understand you are not bound to accept any Proposal you receive.

I/We remain,

Yours sincerely,

Authorized Signature:
Name and Title of Signatory:
Name of Consultant:
Address:

B2. CONSULTANT PROFILE

1. Academic Accomplishments

S #	Criteria	Remarks/Justifications (for evaluators ONLY)
1	Academic Accomplishments i. Highest Degree obtained and Name of awarding institution ii. Published Research (Complete list may be attached) iii. Other	

2. Professional Accomplishments (Positions Held)

DD/MM/YY		Company/Project/Position/Specific Tech experience
From	To	

B3. – SIMILAR ASSIGNMENTS COMPLETED BY CONSULTANT

NAME OF CLIENT	NAME OF ASSIGNMENT/ PROJECT	PERIOD OF ASSIGNMENT/ PROJECT	VALUE OF ASSIGNMENT / PROJECT	PRESENT STATUS OF THE ASSIGNMENT/ PROJECT

B4. – R&D WORK IN HLT DOMAIN BY CONSULTANT

Title of R&D Work	Funding Agency (if any)	R&D Duration	Journal Application	Published Conference Proceedings	Patents (if any)	Products (if any)

**B5. – DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR
PERFORMING THE ASSIGNMENT**

B6. – TEAM MEMBERS

Personnel Summary (Complete for each Team Member)

Name of Employee/Consultant:

Position		
General Information	Name:	Date of Birth:
	Telephone:	
	Fax:	
	Years with Present Employer:	

Employment Record:

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project:

DD/MM/YY		Company/Project/Position/Specific Tech experience
From	To	

Relevant Education:

Highest Level of Degree	Relevance of Degree to the Assignment
PhD	
MPhil	
Masters	

Section C. Financial Proposal - Standard Forms

- C1. Financial Proposal submission form.
- C2. Summary of costs.
- C3. Breakdown of price per activity.

C1. – Financial Proposal Submission Form

[Location, Date]

To:

Manager Administration
National ICT R&D Fund
6th Floor, HBL Tower
Islamabad, Pakistan
Tel: (92-51) 9215360-65
Fax: (92-51) 9215360
Email: nelofar.arshard@ictrdf.org.pk

Sir,

I/We, the undersigned, offer to provide the consulting services for **Human Language Technology Practice and Policy Study 2013** in accordance with your Request for Proposal dated [Date of Advertisement] and me/our Proposal (Technical and Financial Proposals). My/Our attached Financial Proposal is for the sum of [Amount in words and figures]. This amount is inclusive of all the local taxes, duties, fees, levies and other charges applicable on me/us, my/our sub-contractors and collaborations under the Pakistani law.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e., [Date].

Though included in the above mentioned fee, Commissions and gratuities, if any, paid or to be paid by me/us to agents relating to this Proposal and Contract execution, if I/we are awarded the Contract, are listed below:

Name and Address of Agents	Amount in Pak Rs.	Purpose of Commission or Gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

I/We understand you are not bound to accept any Proposal you receive.

I/We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Consultant:

Address:

C2. – Summary of Costs

Costs (Taken from Form C3)	Pak Rupees
Subtotal	
Local Taxes	
Total Amount of Financial Proposal	

C3. – Breakdown of Price per Activity

Financial Proposal Submission Form for Human Language Technology Practice and Policy Study 2013

HR Cost			
	Daily Rate (Pak Rs)	No. of Days (Max 60)	Sub-Total
Principal Consultant			
Support Person # 1			
Support Person # 2			

Total HR Cost _____ **(A)**

Other Expenses				
	Unit	Qty	Unit Cost (Pak Rs)	Sub-total
Air Travel	Per trip			
Road Travel	Per trip			
Boarding & Lodging	Per night			
Meetings/Events	Per Meeting/Event			
Misc. Expenses	Lump Sum			

Total Other Expenses _____ **(B)**

Total Assignment Cost (Pak Rs)

HR Cost (A)	
Other Expenses (B)	

Grand Total _____

Total Assignment Cost in Words: _____

Applicant Name: _____

Signature of Applicant with Date: _____

Annex A

Single Stage Two envelope Procedure for Bidding Public Procurement Rules 2004

Single stage - Two envelope procedure.-

- (i) The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
- (ii) The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion;
- (iii) Initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened;
- (iv) The envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of the procuring agency without being opened;
- (v) The procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which do not conform to the specified requirements;
- (vi) During the technical evaluation no amendments in the technical proposal shall be permitted;
- (vii) The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
- (viii) After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the **financial proposals of the technically accepted bids only**. The financial proposal of bids found technically non-responsive shall be returned unopened to the respective bidders; and
- (ix) The bid found to be the lowest evaluated bid shall be accepted.

Annex B

10 Eligibility Criteria (Mandatory Criteria)

All proposals must meet the mandatory eligibility criteria. The Proposals that does not meet mandatory eligibility criteria shall be rejected and shall not be evaluated further.

#	Mandatory Eligibility Criteria	Yes	No
1	Advanced Degree (Preferable a PhD, at least 18 years of formal education)	<input type="checkbox"/>	<input type="checkbox"/>
2	Overall Professional Experience of 10+ years	<input type="checkbox"/>	<input type="checkbox"/>
3	Out of 10+ years, minimum of 5 years of hands on R&D experience in HLT area	<input type="checkbox"/>	<input type="checkbox"/>
4	Proof of NTN Certificate	<input type="checkbox"/>	<input type="checkbox"/>