

## Pakistan Poverty Alleviation Fund | Delivering Prosperity A Company set up under section 42 of the Companies Act, 2017

## Pakistan Poverty Alleviation Fund

Minutes of the Pre-proposal Meeting Evaluation of PPAF Emergency Relief Assistance to 2025 Flood Affected Communities

Date	1 0	1 0	2 5	Starting T	ime 1100 hrs	<b>Ending Time</b>	1200 hrs
Venue	Micros	oft Tea	ams (Onli	ine)			
Participan	ts: PPAF						
<b>Participan</b> Zahid Hus			L				
Participan Zahid Hus Sohaib Ma	ssain, Hea	d-MEA		ent			

A	Pre-proposal Meeting – Evaluation of PPAF Emergency Relief Assistance to 2025
Agenda	Flood Affected Communities

Summary of Discussions & Decisions:

Sr	Points of Discussion	Decisions (by whom & when)
01	The pre-proposal meeting for the "Evaluation of PPAF Emergency Relief Assistance to 2025 Flood Affected Communities" was held between PPAF and representatives from the third-party consulting firms. The Manager-Procurement extended a warm welcome to all participants and outlined the agenda for the meeting. After a round of introductions, the Head-MEAL explained the objectives, scope, indicative methodology and budget of the assignment.	
02	<ol> <li>In response to the queries from the participants, PPAF clarified that:</li> <li>The overall assignment budget is PKR 6 million (inclusive of all applicable taxes) which is well though and it will not be increased.</li> <li>The minimum suggested sample size for this assignment is 650 households/beneficiaries. This sample size cannot be reduced as it has already been rationalized; however, the firms may propose a large sample size based on their feasibility.</li> <li>As mentioned in the ToRs, at least two FGDs (separate for men and women) per sampled Union Council will be conducted with the selected community (including beneficiaries &amp; non-beneficiaries). KIIs will be conducted with PPAF staff, POs' focal persons, District Administration, and Parliamentarians.</li> <li>PPAF will only facilitate the firm in conducting KII with Mr. Syed Imran Ahmad Shah, Federal Minister for Poverty Alleviation and Social Safety.</li> <li>The firm will be responsible for obtaining a No Objective Certificate (NOC) for field data collection from relevant authorities. PPAF will provide only an introductory letter for the assignment. The firm will have around one month to obtain the NOC.</li> </ol>	PPAF & Consulting Firms
	6. The firm be responsible for the development of assignment tools, including household survey questionnaire, FGD guidelines and KII tool, and	





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	methodology. Relevant studies published by PPAF are available on its website under the Knowledge Centre.	
	The firms were requested to submit their Technical and Financial Proposals by the due date i.e. 20 <sup>th</sup> October 2025.	

## Signature:

Zahid Hussain, Head-MEAL	Z HA
Sohaib Majeed, Manager-Procurement	Wild
Niaz Hussain, Coordinator-MEAL	- Luften