

TERMS OF REFERENCES (TOR'S) FOR

HIRING OF TRAINING SERVICE PROVIDER (FIRM/ CONSULTANT), FOR ENTERPRISE DEVELOPMENT AND IMPROVEMENT IN SELECTED VALUE CHAINS

1. INTRODUCTION & BACKGROUND:

Thardeep Rural Development Programme (TRDP) is a not-for-profit integrated rural development programme. TRDP works with poor and vulnerable segments of society particularly women in the most deprived and remote areas of Sindh Province. Social mobilization is the foundation of TRDP program. With participation of community institutions, TRDP implements activities under five major themes: 1) sustainable livelihoods, enterprise development and poverty graduation, 2) elementary education with focus on girl's education, 3) mother and child health, 4) food security and nutrition improvement and 5) disaster preparedness, management, and water & sanitation.

Welthungerhilfe (WHH), founded in 1962 under the auspices of the Food and Agricultural Organization (FAO), is one of the first global initiatives aimed at eliminating hunger and today one of the biggest aid agencies in Germany. WHH has initially established as a support office for Afghanistan during 1997 in Peshawar, Welthungerhilfe initiated its programme in Pakistan in response to the 2005 earthquake to provide support to the effected districts in Khyber Pakhtun Khwa (KP) and Azad Jammu and Kashmir (AJK). WHH wound up its office in March 2010, only to resume its programming in August 2010 in response to the 2010 Mega floods that hit Pakistan. Between March and August 2010, WHH continued its interventions in Pakistan through its Alliance 2015 partners. In 2012, WHH implementation methodology, saw a paradigm shift, from self-implementation to implementing all projects with local partners. Today Welthungerhilfe Pakistan is working with national partners in KPK, Punjab and Sindh as well in cooperation with international partners e.g. Alliance2015. Welthungerhilfe is largely supported by the German public, but also through institutional donors such as the European Union, the German Foreign Office, Department for International Development (DFID) and others. Welthungerhilfe Pakistan aims to support the most vulnerable and marginalized population of Pakistan affected by natural and man-made disasters by building resilience at household and community level.

2. PROGRAMME SUMMARY:

The consortium; led by Welthungerhilfe (WHH) in partnership with, is implementing the **CSO Building Resilience through Improved Delivery Governance and Empowerment (BRIDGE) Program** in Sindh and Punjab. WHH has designed the program in collaboration with Concern Worldwide, an Irish INGO and a fellow member of the European alliance 2015 network based on Thardeep Rural Development Program (TRDP) in Hyderabad, Farmers Development Organization (FDO) in District Multan and Lodhran Pilot Project (LPP) in District Bahawalpur. The CSO BRIDGE project is funded by European Union (EU) for strengthening the Civil Society Organizations, while addressing social and economic challenges and increasing the voice of youth in Pakistan in follow up of the COVID 19 outbreak. The program put the civil society organizations (CSOs) at the core of community preparedness based on the impact of COVID-19 Pandemic on youth's economic empowerment and improved local governance in the targeted districts, where the livelihood of semi urban communities has been adversely affected by the COVID 19 Pandemic.

The overall objective of the action is to minimize the socio-economic vulnerabilities of communities especially of youth in District Hyderabad, through putting in place the role of effective civil society,

improved public services and economically empowered target group during and post Covid-19 times.

Following are the major expected outputs of the programme:

- **Output 1:** Mobilization and technical capacities of local CSO's are strengthened.
- **Output 2:** CSOs and local authorities reached at higher level of collaboration, cooperation, know-how and transparency.
- **Output 3:** CSOs are able to support Youth, especially females, person with disabilities, transgender and other minority target groups across selected trades.

3. BACKGROUND & OBJECTIVES OF THE CONSULTANCY:

Due to the limited economic activity and income generation options compounded by COVID-19, a dire need for diversified income generation options was found in target areas of CSO BRIDGE Project. Further to cater the challenge, it's been found that Vocational skills trainings increase business and employment opportunities, through improving the skills of the beneficiaries and developing market linkages. Market study conducted under CSO BRIDGE Project gives the realistic the analysis of sales sectors of micro-entrepreneurs as well as their barriers and opportunities to enter the market and their continued existence in the respective sectors, such as the connection to existing value chains, so that the creation of small enterprises is adapted to market requirements.

Thardeep Rural Development Programme (TRDP) seeks the services of firm or consultant outline a clear and comprehensive approach for delivering the enterprise and value chain development training. This approach should align with the organization's goals and the intended outcomes of the training. The consultant would have the right qualifications and capabilities to provide valuable enterprise development training that benefits both the organization and the participating enterprises. The aim of the intervention is youth's self-reliance through, inclusion, mobilization, and creating scale up income opportunities for an inclusive economic process. The selected entrepreneurs will be trained in business development plans, product development, team management, basic marketing, financial literacy, cash flow, use of technology for business and business maps development through short courses. The Skilled and unskilled youth who either lost their source of livelihoods would be identified through CSO networks and linked at appropriate segments of value chains. The emphasis will be to respond to market demands via upgraded skills and technologies to bring improvement in the selected value chains.

- **40 Small Entrepreneurs will be targeted per district for Enterprise Development Training (3 Days Training).**
- **40 Entrepreneurs would be trained in identified value chain technical requirements, risks and coping strategies, specific implementation of SOPs and market access (3 Days Training).**

The offered consultancy will serve the purpose of training of 40 Youth in Enterprise Development and 40 in Value Chains (with 10% ratio of PWDs, transgender & other minority groups) youth members from the communities of target 10 UCs for Enterprise Development Training and Improvement in Selected Value Chain will be trained for 3 Days.

Eligibility Criteria for Hiring of Consultant:

- The consultant should have a proven track record in providing enterprise development training and in the value chain. They should be able to demonstrate their experience through successful past engagements, showcasing their expertise in guiding businesses towards growth and sustainability.
- The consultant must have a minimum of 3 to 4 years of experience to work on the same nature of assignments.
- The consultant must possess in-depth knowledge of enterprise development principles, strategies, and best practices in identified value chain technical requirements, risks and coping strategies, specific implementation of SOPs and market access.
- The consultant should be able to design training programs that encompass various aspects of enterprise growth, including market analysis, financial planning, business strategy, and scalability.

- The consultant should have a solid understanding of the industry or sector in which the enterprise operates. This knowledge will enable them to tailor the value chain and the training content to the specific challenges and opportunities faced by businesses in that industry.
- The consultant should be able to engage participants, encourage discussions, and ensure the transfer of knowledge and skills.
- The consultant should outline a clear and comprehensive approach for delivering the enterprise development training. This approach should align with the organization's goals and the intended outcomes of the training.

4. Deliverables for Selected Value Chain Activity :

TRDP is desirous for following deliverables from Firm/ Consultant;

1. The consultant will prepare 02 days training session contents on selected value chain trades in which **“Domestic Tailoring, Beautician and Electrician”**
2. The consultant will prepare and approval from TRDP for trainer manual in English and participant hand book/modules in Urdu/Sindhi for 02 days selected value chain training session contents in which product development, procurement, packaging, marketing and promotion, service delivery, inventory management, payment and billing, compliance and regulations, material sourcing, quality control, Incorporation of suggested comments by TRDP as per requirement / if necessary.
3. The consultant will share the startup kits items specification for identified selected value chain trades **“Domestic Tailoring, Beautician and Electrician”**.
4. Submission of detailed training delivery plan, approach and methodology leading to income generation and entrepreneurship with all logistic details.
5. The consultant will arrange linkages development meetings for 40 selected value chain trainees with value chain actors, other relevant stakeholders, MFIs and pertinent Institutions. (at least 03 meetings)
6. Submission of all kinds of related MOVs (Pre and Post test data analysis in soft excel sheet, each training reports (02 training reports), one consolidated report, quality pictures & attendance sheets, etc.)

5. Deliverables for 03 Days Enterprise Development Training:

TRDP is desirous for following deliverables from Firm/ Consultant;

7. The consultant will prepare and approval from TRDP as required business development plan format for 40 entrepreneur trainees.
8. The consultant will prepare and approval from TRDP for trainer manual in English and participant hand book/modules in Urdu/Sindhi for 03 days enterprise development training contents.
9. The consultant will conduct training of 40 entrepreneurs on required contents [business development plans, product development, team management, basic marketing, financial literacy, procedures for company registration, cash flow, computer literacy, online courses to support on how to operate during pandemics for example through adherence to COVID-19 SOPs, use of internet and virtual plat forms, opening of bank accounts and efficient use of credits and loans, use of technology for business their 40 detail business development plan will be developed through short courses in (40 participants x 2 trainings x 3 days in District Hyderabad).
10. Submission of detailed training delivery plan, approach and methodology leading to income generation and entrepreneurship with all logistic details.
11. The consultant will arrange linkages development meetings for 40 entrepreneurs with FMIs, Chamber of Commerce and industries and other relevant public private institutions for income generation opportunities.
12. Submission of all kinds of related MOVs (Pre and Post test data analysis in soft excel sheet, each training reports (02 events reports), 01 consolidated report, quality pictures & attendance sheets, etc.)

TARGET GROUP

Target group –

- **40 Small Entrepreneurs will be targeted per district for Enterprise Development Training**
- **40 Entrepreneurs would be trained in identified value chain**

Geographical scope – 10 UCs (05 from Urban and 05 from Semi Urban area) of District Hyderabad.
Training duration – 06 months

6. Financial Proposal:

A financial offer for completion of the required tasks, including unit rate used for calculations. All travel, accommodation, and subsistence costs for attending the workshop will be covered separately.

Whereas financial proposal should be developed on below template:

Note: Financial Proposal should be valid for at least 60 days from the date of submission. Financial Proposal should be inclusive of all applicable taxes as per prevailing tax laws of Sindh. TRDP will deduct the applicable taxes from each payment as per prevailing tax laws and will provide the deduction certificates within one month of the payment.

7. Evaluation of Applications:

From the time the bids are opened to the time the contract is awarded, if the selected organization wishes to contact TRDP on any matter related to the proposal, it should do so in writing. Any effort by the training service providers/ agencies to influence TRDP in the evaluation, proposal comparison or contract award decisions may result in the rejection of the proposal.

- The evaluation committee appointed by TRDP as a whole, and each of its members individually, will evaluate the proposals based on their responsiveness to the Terms of Reference. Each responsive proposal will be given a technical score. Proposal(s) will be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score indicated below.
- Only Firm/ Consultant receiving responsive marks (70 and above marks during the evaluation of the technical proposal) will have their Financial Bids opened for evaluation.
- The evaluation committee will determine whether the Financial Proposals are complete (i.e. whether they have budgeted all items of the corresponding Technical Proposals). The Evaluation Committee may invalidate any proposal if it is determined that significant budgetary mistakes or omissions undermine the integrity of the proposal.

Qualified applications (both Technical and Financial) will be evaluated as a whole based on the following criteria:

8. Evaluation Criteria

A) Technical Proposal (80 Marks)

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| 1. Understanding of assignment | 05 Marks |
| 2. Training Facility | 15 Marks |
| 3. Previous Experience in similar training (Valid proof must be attached) | 30 Marks. |
| a. Consultants should have expertise and experience in the specific areas covered by the training, whether it's enterprise development or a particular value chain. They should be knowledgeable about industry best practices and current trends. | |
| b. Experts with additional knowledge in training for enterprise development, poverty alleviation, and SDGs (Sustainable Development Goals). | |
| c. Experts or consultants with experience in enterprise development and value chain training delivery. | |
| d. Familiarity with the local business environment, culture, and economic conditions in the district where the training will take place can be highly advantageous. | |
| 4. Human Resources | 15 Marks |
| 5. Undertaking for post training employment plan | 15 Marks |

B) Financial Proposal 20 Marks

Combined Evaluation: After the technical, financial evaluation all the points will be aggregated to finalize the hiring process of Vocational Training Service Provider. TRDP evaluation committee reserves the right to reject all or any proposal without assigning any reason.

9. Award of Contract

The contract will be awarded to the Firm/ Consultant following completion of the task including negotiations if necessary. The Firm/Consultant may be required to provide additional information and or amend its proposal. The aim is to reach an agreement on all points for contracting. The selected Firm/ Consultant is expected to commence the assignment on the date and at the location as specified in the TOR.

Negotiations will include a discussion on the proposed methodology, staffing, costing, any suggestions made by the Firm/ Consultant to improve the Terms of Reference. TRDP and the Firm/ Consultant will then work out final terms of reference, staffing, logistics, and reporting. The agreed work plan, cost and final terms of reference will then be incorporated in the contract paper.

10. Guidelines for Submission of Technical and Financial Proposal:

Applicants should submit with the following details:

1. A covering letter outlining the applicant suitability for the job, providing initial observations on the ToRs and an outline of the methodology applicant would use.
2. Profile of FIRM/ CONSULTANT along with NTN number (Annex A)
3. Detailed Technical Proposal as per TOR's.
4. A curriculum vitae of proposed resource person(s) including highlighted references to previous relevant work and publications.
5. However, logistics costs of trainees will be managed by TRDP.

11. Terms of Payment/Method

1. FIRM/ CONSULTANT can propose payment terms but will be finalized with the mutual consultation at the time of negotiations
2. Tax (Income Tax & Sales Tax) shall be deducted from total payment as per tax Rules. If the Supplier is exempted from the any tax, the exemption certificate shall be required.

12. Deadline for submission:

Interested FIRM/ CONSULTANTS are invited to submit technical and financial proposals till 6th October 2023 through sealed envelopes marked as; "TOR's/Tender Ref #TRDP/CSO/IFT#2023-09-26" **at address. TRDP Bungalow# 102 Tando, Cantonment, Jahania, Hyderabad, Sindh 71000**

In case of any query related to this assignment, please contact at: procurement@thardeep.org