



Ref # TRDP/CWW/CMIS-1421/11/Feb/2025

Date: February 20, 2025

Subject: **Request for proposal for Skills development training**

Thardeep Rural Development Programme (TRDP) is a non-profit and non- governmental organization. TRDP is implementing a project (Brave Humanitarian Response in Sindh) at different UCs of District Dadu and Mirpurkhas with the support of Concern Worldwide/FCDO. TRDP invites sealed proposal from registered Trainings Institutes to conduct below mentioned training in district Dadu.

S. No	Items	Specification Required	No. of Trainees	Training Location
01	Consultant Hiring for Training Services for Rural Communities (Male and female Trainees) Business Skills and Enterprise Development	Details TOR's are attached	75	Dadu

you are requested to provide sealed proposal for above mentioned training. The proposal can be submitted to our address TRDP Regional Office House # 102 Tando Jahania Cantt Hyderabad. Submit your proposals latest by date of Feb 28th, 2025 till 02:00 PM.

Basic Requirement for the assignment.

- All trainers must have at least 02 years' experience of relevant trainings.
- The training will be held for 1 month (22 working days)
- The training time will be 10:00 am to 03:00 pm with small break of tea and lunch.
- Practical work must be 70% for clear understanding of participants (add list of all relevant items material).
- Details ToRs are attached.

Note:

1. Proposal must cover all above aspects on company letterhead with stamp. Address phone/fax number and email address.
2. Registration certificate will be share by institute along with proposal.
3. Payment will be made through crossed cheque in the name of Institute after completion of assignment.
4. Training Hall, relevant arrangements at venue will be arranged by the TRDP.

For further information. You are welcome to contact us.

Thardeep Rural Development Programme (TRDP)
102, Tando Jahania, Cantt: Hyderabad
Tel: 022-2108550 Cell: 03362339922,
website: www.thardeep.org

Terms of Reference

Consultant Hiring for Training Services for Rural Communities (Male and female Trainees) Business Skills and Enterprise Development Under BRAVE -Humanitarian Response in Sindh, Pakistan

Background

Thardeep Rural Development Program (TRDP) is implementing the “Building Resilience and Addressing Vulnerability to Emergencies (BRAVE)” Project in Dadu and Mirpurkhas districts in partnership with Concern Worldwide (CWW) Pakistan and FCDO in 110 villages of 8 UCs of three talukas of district Dadu. The Program Goal is to support the Floods of 2022 and 2024 had a particularly damaging impact on the agriculture sector, especially on the smallholders, whose main source of livelihood is agriculture, pushing millions of rural households into poverty and food insecurity. Restoring rural households' livelihoods and food production is fundamental for their resilient recovery.

Rural communities often face challenges in starting and sustaining businesses due to limited access to resources, training, and support. To address this issue, TRDP has initiated a program to provide training in Enterprise Development. The goal of this training is to enable individuals from rural areas to become self-sufficient entrepreneurs, contributing to economic growth and poverty reduction.

Purpose of Assignment:

The purpose of this consultancy is to empower rural communities and promote economic development. We are inviting qualified and experienced firms or consultants to submit proposals for providing training services. Our aim is to run a five-day training program designed to equip rural community members with essential business skills and knowledge in enterprise development.

- **Specific Objective of The Assignment** To impart practical business competencies to trainees within rural communities.
- To cultivate entrepreneurial mindset and drive innovation.
- To deliver comprehensive knowledge and tools essential for effective business planning and management.
- To advocate for the development of sustainable enterprises and facilitate income generation in rural regions.
- To improve access to and participation in local market systems.

Scope of Work

The selected Firm/Consultant will be responsible for conducting a five-day training program, including the following components:

Introduction to Business Skills:

- Basics of entrepreneurship
- Business idea generation and feasibility analysis
- Market research and analysis
- Business planning and development

- Concept of seasonal calendar and highest and lowest income months
- Concept of backward and forward linkages
- Business expansion and linkages exercises

Financial Literacy:

- Budgeting and financial management
- Understanding financial statements
- Accessing financial resources
- Marketing Strategies:
- Digital book keeping

Product development and branding

- Sales and marketing techniques
- Digital marketing essentials

Enterprise Development:

- Legal and regulatory aspects of starting a business
- Business ethics and social responsibility
- Networking and collaboration

Practical Workshops and Case Studies:

- Hands-on exercises and workshops
- Real-life case studies relevant to the local context
- Exposure visits to Markets for market survey

Target beneficiaries of the training: 75 (Men and Women) trainees who have acquired skill development training or cash grants during these interventions. The Selected Firm/Consultant will provide training to all mentioned participants. The finalized list of participants will be given by the TRDP.

Total Event: In above paragraph we have mentioned that total number of training days is 5 however it is not mentioned total number of events and number of participants in each event, moreover duration one event in hours, better if we specifically mention that.

Participants per Training: separately mention

Geographical Scope: Better if we mention the location of training events for better understanding and clarity to consultants.

Time Framework: better if we may mention months in which we are targeting the trainings to be conducted for better understanding for consultant preparing proposals keeping in view their availability on that specific time.

Deliverables

- Detailed Training agenda/contents of the workshop (day-wise)

- Presentations, IEC material, stories etc, to be used in the training
- Training manual (Day wise details with instructions to the trainers/facilitators)
- Pre-Post test form of all trade-specific training in the local Sindhi Language and mutually will be finalized and analysed by learners in a completion report based on Pre and Post-test
- The Consultant will provide a comprehensive training completion report as per the given format from CWW/TRDP with minimum contents (Executive Summary, Background of the assignment, Introduction of all partners, training methodology and approach, Chapter with training contents with all days (as annex)
- Pictures gallery of the training classwork as well as practical/activity-based, Pre-Post ranking (as annex).
- Complete compliance with Branding policy guidelines provided for the use of logos by TRDP & Concern
- Attendance Sheet
- Participant Training Certificates
- Exposure visits to Markets for market survey

Expected Outcomes:

- Training participants will formulate a comprehensive business plan or refine an existing plan/idea, culminating in the development of a bankable business proposal.
- Participants will apply their entrepreneurial competencies to professionally initiate and manage their business ventures.

Lines of Communication

The consultant/firm will coordinate with the Program Manager of the Thardeep Rural Development Programme (TRDP) and the Area Manager Concern Worldwide (CWW).

Monitoring and Evaluation

The M&E Persons of TRDP and CWW will monitor the activity.

Support from TRDP

TRDP will provide the following support for the assignment:

- Provide the relevant project documents/ material which will be supported by the assignment. i.e: Project Details, Area, number of participants, Assessment and Business Plan summary.
- Provide timely feedback on the overall Implementation plan and training manuals.
- Provide Beneficiaries / Trainees for each Category.
- Ensure trainees' availability, presence and regularity at the venue at the agreed time.
- Provide stationary for training and trainees, as well as photocopies of training material/handouts for trainees as required by the consultant/firm/ institute/organization.
- Provide vehicles for exposure visits/market surveys/business creation exercises.
- Provide food and refreshments and TA to participants

Responsibilities of Consultant

The consultant will be responsible for arranging logistics for themselves and their team to **reach the** training venue.

How to Apply:

Interested Consultants/Firms with relevant experience can submit sealed technical proposals (only) containing below mentioned documents in accordance with the guidelines outlined in the Request for Proposal (RFP) document available on our website www.thardeep.org to Procurement department TRDP, House # 102, Tando Jahania Cantt: Hyderabad, or email procurement@thardeep.org by February 28, 2025. RFP can be acquired by writing email to the given address.

- Cover letter detailing the trainer firm/consultant (preferably firm suitability for the assignment, relevant experience and current contact information both email and cell number.
- A short description of methodology to undertake assignment
- Outline your approach to training/facilitation
- Profiles/CVs of key trainers to be involved for the assignment including detailed work experience, education, please clearly identify the overall lead instructor/trainer experience and certifications; preferably female trainers in team.
- At least one relevant example (sample report) of previous assignment of similar nature carried out in Pakistan with international I/NGOs (TRDP will strictly ensure the confidentiality of the reports.)
- Detailed work plan of assignment.
- Technical proposals should be submitted in a sealed envelope. The weights for evaluation of technical and financial aspects are 70% and 30% respectively. Women headed consulting firms/individual consultants are encouraged to apply.
- Any queries related to this consultancy assignment can be directed to procurement@thardeep.org before 1100 hrs, February 25, 2025. Queries submitted after deadline will not be responded. Only clarifications in writing will be responded.
- Ensure safeguarding of the staff engaged from CWWP during this assignment Concern Code of Conduct (CCoC) and Associated Policies

Qualification and Experience:

Interested firms or individuals must meet the following eligibility criteria:

- Profile of Firm/Consultant demonstrating 3 years' experience in providing similar training in business skills and enterprise development, especially in rural areas.
- A proven track record of successful training programs.
- CVs/Profiles of qualified trainers and facilitators with relevant expertise to be engaged in the assignment (Team should have women members with fluency in Sindhi language, knowing Siraiki dialect will be an advantage)
- Trainers and facilitators must have post Masters in related subjects (Business administration, Marketing, economics or related)
- At least 3 years' experience in developing and facilitating training on enterprise development
- A clear understanding of the needs and challenges of rural communities.
- The capacity to provide all necessary training materials (Stationery, Photocopies of training-related material and pre-post test and resources.
- Past experience of conducting the same training with I/NGOs (if any)
- All trainers must have at least 02 years' experience of relevant trainings.
- The training will be held for 1 month (22 working days)

- The training time will be 10:00 am to 03:00 pm with small break of tea and lunch.
- Practical work must be 70% for clear understanding of participants (add list of all relevant items material) (including all applicable taxes as per FBR guidelines)

Notes.

- **Consultancy companies shortlisted based on Technical proposals will be asked to submit their financial proposals.**
- The Evaluation committee reserves the right to change the quantities or cancel/reject any or all offers without assigning any reason.
- Please make sure that you have submit self-declaration (attachment available) of previous criminal conviction along with technical proposal as part of the application process.
- CVs of training team will not be change during the course of the assignment (once shortlisted for assignment) unless mutually agreed by both parties.

Safeguarding at Concern: Code of Conduct and its Associated Policies

Concern has an organisational **Code of Conduct (CCoC) with three Associated Policies; the Programme Participant Protection Policy (P4), the Child Safeguarding Policy and the Anti-Trafficking in Persons Policy.** These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organisation, and the standards of behaviour expected of them. In this context, staff have a responsibility to the organisation to strive for, and maintain, the **highest standards in the day-to-day conduct in their workplace in accordance with Concern's core values and mission.** Any firm/individual consultant offered a consultancy opportunity with Concern Worldwide will be expected to **sign the Concern Code of Conduct and Associated Policies as an appendix to their consultancy contract.** By signing the Concern Code of Conduct, consultant acknowledge that they have understood the content of both the Concern Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies. Additionally, Concern is committed to the **safeguarding** and protection of vulnerable adults and children in our work. We will do everything possible to ensure that only those who are suitable to do consultancy work or volunteer with vulnerable adults and children are recruited by us for such roles. Subsequently, being hired as a consultant with Concern is subject to a range of vetting checks, including **criminal background checking.**

Strictly Private and Confidential

Self-Declaration of Criminal Conviction Form

Concern is committed to the safeguarding and protection of vulnerable adults and children in our work. We will do everything possible to ensure that only those who are suitable to work or volunteer with vulnerable adults and children are recruited by us for such roles. Subsequently, consulting, working or volunteering with Concern is subject to a range of vetting checks, including this self-declaration of criminal records.

Concern recognises that some consultancy or job applicants and volunteers may have criminal records. We would like to reassure all our potential consultants, employees and volunteers that we judge everybody primarily on their skills and experience. It is part of our standard application process for all positions to ask potential consultants, employees and volunteers about their criminal record. For successful applicants, we may undertake additional background checks prior to entering a contract of employment. We will determine the most suitable method of these checks and these may involve local police checks or checks involving adverse media which reveal criminal convictions.

Concern will consider only those criminal convictions that are relevant to the role you applied for and will disregard those that are not relevant. A disclosure of a criminal record may not prevent you from joining Concern, however we will consider its relevance to the role and whether it poses a risk.

Question 1: Do you have any criminal convictions (past or pending) of the following nature which would prevent you from working with children or vulnerable adults:

- Offences against the person including, but not limited to, murder, assault, harassment etc.
- Offences of a sexual nature including, but not limited to, rape, sexual assault or sexual harassment.

YES

NO

If yes, please provide further details:

Question 2: Do you have any criminal convictions (past or pending) within the last 7 years of the following nature:

- Offences involving financial abuses including but not limited to fraud, bribery, extortion, theft etc.

YES

NO

If yes, please provide further details (but only if the conviction was in the last 7 years):

If you have a previous conviction of the type listed above and wish to proceed with your application, Concern will contact you to give you the opportunity to clarify the circumstances around the conviction in private.

You do not need to reveal other offences which do not fall into the above categories, however if you are concerned about anything being revealed to Concern later please contact us and talk to us.

Please complete this form accurately. Please note that any false, incomplete or misleading information as to your background may result in your consultancy, employment or volunteering offer being withdrawn; or if you are appointed, this may be treated as a matter of gross misconduct which may lead to your dismissal. In addition, you may be liable to prosecution.

I, _____, understand that any false, incomplete or misleading confirmation as to my conduct, character or personal background may result in my consultancy, employment or volunteering offer being withdrawn; or if I am appointed, may be treated as a matter of gross misconduct which may lead to my dismissal. In addition, it may render me liable to prosecution. I am aware of the qualification and particulars of this position and I understand that I may be required to submit documentary evidence in support of any particulars given to me in my application.

Forename: _____ Surname: _____

Job / role applied for: _____ Location: _____

Signature: _____ Date: _____

Please return completed forms to HR department along with the application and any questions are welcome by email pakistan.hr@concern.net