



## ***Sindh Rural Support Organization***

### **Expression of Interest**

for

### **Hiring of Training Institute/Firm for Intangible Assets (Technical and Vocational Trainings)**

Ref No: **SRSO/EOI/2022-23/01**

**Issue Date: 31 July 2022**

### **Instructions to Consultants<sup>1</sup>**

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<sup>1</sup> This document refers to legally constituted consulting firms as “consultant”.

Sindh Rural Support Organization (SRSO) has received funding from International Fund for Agricultural Development (IFAD) and intends to apply part of the proceeds for the recruitment of consulting services, for which this REOI is issued.

1. This request for expressions of interest (REOI) follows the general procurement notice that appeared in daily Jang Karachi and Kawish Hyderabad newspaper on 31 July 2022.
2. SRSO now invites expressions of interest (EOIs) from legally constituted firms/institutes (not individual consultants) (“consultants”) to provide conducting Technical and Vocational Skill Training. More details on these consulting services are provided in the terms of reference (TOR) attached as Annex 1.
3. Before preparing its EOIs, the consultant is advised to review the terms of reference attached as **Annex 1**, which describe the assignment and **Annex 2** that details the evaluation of the technical qualifications.
4. The consultant shall not have any actual, potential or reasonably perceived conflict of interest. A consultant with an actual, potential or reasonably perceived conflict of interest shall be disqualified unless otherwise explicitly approved by the SRSO. A consultant including their respective personnel and affiliates are considered to have a conflict of interest if they a) have a relationship that provides them with undue or undisclosed information about or influence over the selection process and the execution of the contract, b) participate in more than one EOI under this procurement action, c) have a business or family relationship with a member of the client’s board of directors or its personnel, the SRSO or its personnel, or any other individual that was, has been or might reasonably be directly or indirectly involved in any part of (i) the preparation of this expression of interest, (ii) the selection process for this procurement, or (iii) execution of the contract. The consultant has an ongoing obligation to disclose any situation of actual, potential or reasonably perceived conflict of interest during preparation of the EOI, the selection process or the contract execution. Failure to properly disclose any of said situations may lead to appropriate actions, including the disqualification of the consultant. the termination of the contract and any other as appropriate under the IFAD Policy on Preventing Fraud and Corruption in its Projects and Operations.
5. **Procedure:** the selection process will be conducted using Quality and Cost Based Selection (QCBS). SRSO will evaluate the EOIs using the criteria provided in **Annex 2**. The shortlisted consultant(s) will be provided with the detailed RFP and asked to submit a detailed technical and financial offer.
6. Consultants may associate with other firms to enhance their qualifications but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.
7. Any request for clarification on this EOI including the TOR should be sent via e-mail to the address below:
  - a. [info@srso.org.pk](mailto:info@srso.org.pk) not later than 08 August 2022. SRSO will provide responses to all clarification requests by interested parties till 10 August 2022.

8. **Submission Procedure:** please submit your expression of interest using the forms provided for this purpose. Your EOI should comprise of one (1) original EOI by using the forms annexed to this document and copy in pdf format on USB. EOIs shall be submitted to the address below no later than date 15 August 2022 time 05:00 p.m.

SRSO Procurement Unit – Sindh Rural Support Organization,  
SRSO Complex, Main Shikarpur Road Sukkur. Ph:+92-71-5627182  
Email: [info@srso.org.pk](mailto:info@srso.org.pk) Web: [www.srso.org.pk](http://www.srso.org.pk)

**Form EOI-1**  
**(To be provided on firm letterhead)**  
**EOI Submission Form**

*[Location, date]*

*[Authorized official]*

**Re: Hiring of firms/Institute for providing Technical and Vocational Skills Training (TVST) for NPGP Sindh**

**Ref: SRSO/EOI/2022-23/01**

We, the undersigned, declare that:

1. We are expressing our interest in providing the consulting services for the above-mentioned assignment and have no reservations to the REOI, the instructions to the consultants and any addenda thereto.
2. Our expression of interest is open for acceptance for a period of ninety (90) days.
3. Our firm, its associates, including any subcontractors or suppliers for any part of the contract, have not been declared ineligible by the SRSO and have not been subject to sanctions or debarments under the laws or official regulations of the client's country or not been subject to a debarment recognized under the Agreement for Mutual Enforcement of Debarment Decisions (the "Cross-Debarment Agreement"), beyond those declared in paragraph 9 of this EOI submission form.
4. No attempt has been made or will be made by us to induce any other consultant to submit or not to submit an EOI for the purpose of restricting competition.
5. We declare that neither our consulting firm nor any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners have any actual, potential or perceived conflict of interest as defined in ITC Clause 4 regarding this selection process or the execution of the contract. We understand that we have an ongoing disclosure obligation on such actual, potential or perceived conflicts of interest and shall promptly inform the client and the SRSO, should any such actual, potential or perceived conflicts of interest arise at any stage of the procurement process or contract execution.
6. The following criminal convictions, administrative sanctions (including debarments) and/or temporary suspensions have been imposed on our consulting firm and/or

any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners:

Nature of the measure (i.e., criminal conviction, administrative sanction or temporary suspension)	Imposed by	Name of party convicted, sanctioned or suspended (and relationship to the consultant)	Grounds for the measure (i.e., fraud in procurement or corruption in contract execution)	Date and time (duration) of measure

If no criminal convictions, administrative sanctions or temporary suspensions have been imposed, indicate “none”.

7. We acknowledge and understand that we shall promptly inform SRSO about any material change regarding the information provided in this EOI submission form.
8. We further understand that the failure to properly disclose any of information in connection with this EOI submission form may lead to appropriate actions, including our disqualification as consultant, the termination of the contract and any other as appropriate under the rules and law.
9. We understand that you are not bound to accept any EOI that you may receive.

*[Authorized signatory]*

*[Name and title of signatory]*

*[Name and address of firm]*

**Form EOI-2**  
**(To be provided on firm letterhead)**

**Organization of the Consultant**

**Re: Hiring of firms/Institute for providing Technical and Vocational Skills Training (TVST) for NPGP Sindh**

**Ref: SRSO/EOI/2022-23/01**

**A.**

*[Provide a brief description of the background and organization of your firm/entity and of each associated firm for this assignment. Include the organization chart of your firm/entity. The EOI must demonstrate that the consultant has the organizational capability and to carry out the assignment. The qualifications document shall further demonstrate that the consultant has the capacity to field and provide experienced replacement personnel on short notice. Key staff CVs are not required at the shortlisting stage.]*

Name of the firm	
Date of establishment	
Country of registration	
NTN and SRB/GST numbers and copy of certificates	
Full address of the firm	
Focal point: name, position, contact information (telephone, email):	Name:
	Cell No:
	Email:
Number of branches in the country	
List of directors/partners of the firm with their CNIC numbers.	
Number of full-time employees	

Number of part-time employees	
Field(s) of expertise of the firm	
Number of professional staff with experience related directly to the assignment	
Subsidiary and associated companies ( <i>wherever applicable</i> ): (details in the following format to be provided for all associates) – (i) Name of the company (ii) Nature of business (iii) Address of the company (iv) Website of the company (v) Brief description of company (maximum of 120 words)	
Any other information that the consultant would like to add:	

**Maximum 10 pages**

**Form EOI-3**  
**(To be provided on firm letterhead)**  
**Experience of the Consultant**

**Re: Hiring of firms/Institute for providing Technical and Vocational Skills Training (TVST) for NPGP Sindh**

**Ref: SRSO/EOI/2022-23/01**

*[Using the format below, provide information on each relevant assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under the preliminary terms of reference included in this EOI. The EOI must demonstrate that the consultant has a proven track record of successful experience in executing projects similar in substance, complexity, value, duration, and volume of services sought in this procurement.*

**Maximum 30 pages]**

**B: Relevant Experience**

- i. Relevant Experience (Applicant has been existence 2-5 years)
- ii. Relevant Experience (Applicant has successfully executed similar project/Trainings)

**C: Geographical Presence & office setup**

**D: Associated Human Resources**

**1) Experience in Implementation of Projects**

#	Project Title	Donor /Client	Year	Key Activities	Budget
1					

2					
3					
4					
5					

**2) Training Experience**

Training Name	Duration	Curriculum	Total Hours	Total Person Trained			Participants age range	Location	Year	Average Unit Cost
				Online	In person	Total				
	Months	Yes/No								

3) What was trainee's Mobilization Strategy?

4) How did you conduct training and retain the trainees till completion?

5) How did you evaluate the participant's performance during training?

6) What was employment/self-employment/apprenticeship/placement strategy?

7) Explain the result apprenticeship/attachment

8) What is the employment/self-employment ratio of the TVST graduates that you have trained in the last 2 years?

9) Weather you are NVTTC Certified and using NVTTC certified curriculum?

10) How you will facilitate TVST graduates for job placement?

11) Do you have in house expertise to conduct basic (one-day) enterprise development trainings as well?

**C: Geographical presence**

1) **List of offices/training facilities/centers**

**D: Associated Human Resources**

**List of pool of expert for this assignments with experience and organization chart**

Name of Firm: \_\_\_\_\_

## **(Annex A)**

### **Terms of References (TORs)**

#### **for Hiring of Private Vocational Training Institute for Conduction of Technical and Vocational Training**

#### **General Presentation of the Programme**

The National Poverty Graduation Programme (NPGP) is an International Fund for Agricultural Development (IFAD) and the Government of Pakistan (GOP) funded, US\$ 132.59 million in programs to be implemented over a period of 6 years. The programme aims to assist the ultra-poor and very poor in graduating out of poverty on a sustainable basis while simultaneously improving their overall food security, nutritional status, and resilience to climate change. The development objective of the project is to enable the rural poor and especially women and youth to realize their development potential and attain a higher level of social and economic wellbeing through a proven, flexible, and responsive menu of assistance. The poverty graduation approach in the NPGP combines elements of three distinct approaches of social mobilization, livelihoods development, and financial inclusion. In this process, the capacity-building of community organizations through strong social mobilization support is key to support individual households to access multiple opportunities.

Sindh Rural Support Organization (SRSO) is implementing partner of NPGP and is carrying out activities in two districts of upper Sindh Shikarpur and Kashmore. Sindh Rural Support Organization is committed for fighting poverty and unemployment in rural Sindh and to uplift the socio-economic condition, specifically for poverty alleviation and of creation of job opportunities through skills. Vocational training is an essential implement to seek knowledge and skill of technologies. The models include; apprenticeship, formal and structured trainings. SRSO intends to engage vocational training service provider for training on market-oriented and employable trades.

#### **1.1. Programme Goal (NPGP)**

The overall goal of the program is to assist the ultra-poor and very poor in graduating out of poverty on a sustainable basis; simultaneously improving their overall food security, nutritional status, and resilience to climate change.

#### **1.2. Development Objective (NPGP)**

Enabling the rural poor and especially women and youth to realize their development potential and attain a higher level of social and economic wellbeing through a proven flexible and responsive menu of assistance. The key result indicator for the development objective is:

#### **1.3. Primary Target Group**

The primary target group for intangible asset transfer under NPGP is youth and women under the age (of 18-29 Years).

#### **1.4. Duration of the Programme**

The total period of the National poverty graduation program is six years (2017-2023) while the agreement was signed between SRSO and NPGP in August 2019 and will end by December 2023.

### **1.5. Programme Area**

The program will cover 66 union councils of 2 northern districts Shikarpur and Kashmore (36 UCs at Shikarpur and 30 at Kashmore)

### **Purpose and objectives of hiring private institutes**

#### **1.6. Objectives**

Skills and Vocational Training will be provided with a particular focus on youth and women from remote areas by equipping them with the skills required in the local, national and international markets. The NPGP program will support youth specially woman under the age of (18-29) through vocational skill training. The overall objective of the TORs is the hiring of well-equipped and well-experienced potential private institutions offering training as per market assessment and value chain study carried out in the area.

### **2. Scope of Assignment**

The scope of the assignment Vocational Training Institutes provide skill training to the beneficiaries under NPGP in order develop the skills in market demanded skills

- Fully equipped training facility for the relevant trades
- Qualified and experienced trainers provided for delivery of training in the desired trades
- Provision of an effective curriculum (20 % class work and 80% practical) for the vocational training required.

#### **Training Course Deliverables:**

Deliverable for each course participant will be provided by the training institute are the following:

- Training manual development and sharing with SRSO
- Training delivery with a focus on both class work and practical (20 % class work & 80% practical)
- Provision of tool kit specification against each trade.

### **3. COMPETENCIES REQUIRE**

SRSO invites Expression of Interest (EOIs) from well-equipped and well-experienced vocational training institutes having:

1. Track record of conduction of accredited training in technical and vocational trades.
2. Fully furnished training facility physical facilities, classroom, Laboratories, Workshops, Library, Storage, and Rooms are available.
3. Have relevant human resources such as instructors, finance person, administration, etc.
4. Able to ensure trainees' accreditation and able to ensure employment of trained persons.
5. Having financial capacity to manage the financial resource.
6. Able to provide hostel facility for boarding lodging of residential training trainees with basic facilities, for residential training.
7. Must have a valid NTN in the name of the organization /institute.
8. Deliverables /Scope of work.
9. Can ensure the quality training of young men/women through accredited training of market-driven trades (class work and practical attachment at any suitable place)
10. Placement of trainees for internship/on-the-job training (at least 01week compulsory internship/on job training/attachment with associated business)
11. Placement of at least 50% of trainee's employment.
12. Provision of consumable and non-consumable material as required for training
13. Well establish, equipped and furnished a training facility for training

14. Safe, secure and enabling environment for training
15. Institutes providing training are accredited by National Vocational and Technical Training (NAVTTTC) or other certification bodies (provincial and/or national)

### **Selection of Trades:**

SRSO intends to get their trainees well trained in highly marketable five categories of trades. These categories have been divided into lots and firms may apply for one or more lots:

- i) **Lot 1:** Digital Skills
- ii) **Lot 2:** Heavy Machine Operators
- iii) **Lot 3:** Building Electrician, Plumbing, Carpentry, HTV Driving, Solar Panel Installation, Mobile Repair
- iv) **Lot 4:** Hospitality Industry Restaurant Management, Professional Baking Products
- v) **Lot 5:** Home-made Products, Basic Tailoring, Handloom, Beautician, and other market-oriented trades.

### **4. Duration of the training**

In order to ensure that the training course effectively leads to employment/self-employment of the target trainees, the training course should not be less than 3 months and can extend beyond this period, and must include certification. The course should include both classroom and practical work.

### **Technical proposal:**

Should contain the following:

- Brief introduction of the institute.
- History of work done in relevant assignments.
- Understanding the assignment.
- Draft methodology of assignment and implementation plan.
- Copy of Registration certificates, NTN, SRB/GST Certificate and other credential documents.
- Detailed data of training workshops, equipment and hostel facility along with photographs.
- List of staff/instructors along with CVs.
- Detailed Implementation plan (DIP)
- List of equipment and tools for each trade.
- Other credentials.

### **Duration of Assignment**

The total duration of this assignment is up to 12 months. All deliverables need to be delivered by this time.

### **Closing date**

Closing date of the submission of proposals is **15<sup>th</sup> Aug, 2022 COB.** Sealed proposal should be submitted in the hard copy on the following address. Incomplete or late proposal will not be evaluated.

## ANNEX 2

### Qualification and Evaluation Criteria

Item	Criteria	Points
For general and specific experience, evidence shall include scope of works during the last 5 years, successful experience in the execution of at least 2 types of trainings of a similar nature, list of projects with donors/clients, list of offices/training centers/facilities etc.		
<b>A.</b>	Registered with relevant Govt. Authority and being on the active tax payers list of Govt. of Pakistan along with NTN certificate (Please provide both documents)	<b>Mandatory</b>
<b>B.</b>	<b>Relevant Experience</b>	
i	Evidence of experience of at least five years in management, designing and implementing of Technical and Vocational Training Services in similar settings (of national/provincial scale) with national and/or international agencies including UN agencies, World Bank, ADB, IFAD and others. . Demonstrated experience of successfully designing and conducting trainings and having successfully completed at least 2 same/similar assignments.	30
	Have adequate knowledge and understanding about local and regional gender dynamics as well as understanding of context related to culture, security, rural life, and training of women and diverse participants especially in intended province/place	
ii	Ratio of employment/self-employment of TVST graduates in last 2 years and methodology to help the fresh TVST graduates for jobs. NVTTC certification and use of NVTTC certified curriculum. In house expertise to conduct basic (one day) enterprise development training.	20
<b>C.</b>	<b>Geographical Presence &amp; office setup</b>	
i	Firm must have out-reach directly or through other means across Pakistan especially in proposed area. Please list down the geographical presence of your firm/institute in the areas with full address (es) and other contact details.	20

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<b>D.</b>	<b>Associated Human Resources</b>	
i	Have a pool of technical experts and trainers (who have more than 10 years of experience in designing and conducting technical and vocational skills trainings) available for this assignment. Also please include your organizational chart including professional staff strength related to assignment.	30
	<b>Total Points</b>	<b>100</b>
	<b>Minimum points required to pass</b>	<b>70 points</b>