



Terms of Reference: Organization to train 40 women in Cooking and Baking

Islamic Relief Pakistan Islamic Relief Pakistan (IRP) is registered with Securities & Exchange Commission of Pakistan (SECP) under section 42 and have an MOU with ministry of interior. IRP commenced its operations in the year 1992 and has acquired much local and international acclaim for its work in emergency response, child and women development, sustainable livelihoods, water and sanitation and hygiene. Our vision is reaching out to the poor and under-privileged through our projects and programs that are aligned with international /national priorities and Sustainable Development Goals (SDGs). IRP is implementing Empowering widows in Need (EWIN) to enhance the living standard of widows through providing vocational skills development and business development grants. More than 300 hundred widows are receiving short terms vocational trainings to help them become involved in income-generating activities, such as business projects, fast food restaurants/shop, industrial stitching center and other handicraft. IRP under its EWIN project looking into training 40 widows living in district Rawalpindi, Punjab in Cooking and Baking. In this context, IRP would like to hire an experienced organization to provided short term training on cooking and baking.

A. General Context of EWIN

Pakistan has maintained steady growth and macroeconomic stability for the past 15 years, between 2002 and 2019 with varying real GDP growth ranging from 4 to 6% per annum. However, the rate of unemployment and underemployment is high and most of those in employment still work in poorly paid positions. A strong middle class that could provide for a solid foundation for the country's economy does not exist.

EWIN embodies an integrated approach of technical and vocational training, market assessment and business startups kits. It supports and promotes small and medium enterprises, local entrepreneurship and creative industry. The protection of child, women and people living with disabilities are a cross-cutting effort in all activities of the project. EWIN success is mainly defined by the amount of jobs that are created though the project activities.

1. Description of assignment

Widowed families sponsored under IRP OSP project facing some survival difficulties owing to lack of skills and country economic instability. To keep building the capacity of its members, IRP now looks into training 40 widows living district Rawalpindi in cooking and bakery.

This training will be combined with entrepreneurship coaching so they can use the acquired skills in creating their own jobs. Not only shall the beneficiaries upgrade their living standards, but also that of the neighborhood as jobs will be created, money made, and hence the entire family becomes better off. The beneficiaries of the training will widowed families. It is expected that upon completion of the



Training, the 40 prospective trainees will be facilitated by EWIN to open up their own small businesses in bakery and pastry, hence job creation.

The training will be carried out in hired organization premises. Cooking and bakery sessions will be fundamentally practical to give the trainees hands-on knowledge that will be applied in the course of their businesses. This will also include cooking and bakery preliminary knowledge (like food safety and cooking hygiene, ingredients knowledge, bakery and pastry equipment).

In this framework, IRP would like to hire a professional organization to provide cooking and baking training to 40 girls among the IRP beneficiaries in Rawalpindi.

2. Process and methodology of the assignment

Training sessions will be set up on a daily basis and based on training hours from (08:00-17:00) except on Sunday. Trainees will have practical sessions from 08:00-12:00. The trainer will conduct the training by following the below steps

Step one: Training plan and material preparation

The trainer is expected to prepare the training plan and the material that includes the training modules that are on basis of the local market in cooking and baking. The training modules will be made in collaboration with IRP team considering the market demand and needs in the area.

Step two: Cooking and Baking Preliminaries

Before the practical sessions that will mainly dominate the training, trainers will make sure the trainees get the cooking and baking preliminary knowledge (including but not limited to hygiene, food safety, ingredients knowledge and measurement, bakery and pastry equipment).

Step three: Preparation and baking method

Throughout the practical training, trainers will make sure they provide a suitable knowledge for the beginners to practically apply all the steps of baking preparation and cooking including mixing, panning, baking, cooling, de-panning up to the packing and keeping stage of a final product.

Step four: Results assessment

At the end of the training, a competence-based assessment will be conducted according to the standards to ensure that participants acquired the required competences and that they are really ready to start their cooking and baking SMEs. This will be done by the presentation of what the trainees are capable of doing in front of the IRP representatives.



3. Reporting and cooperation

The trainer will report to the IRP's project officer, and should regularly provide basic information/ feedback of the training to EWIN project coordinator (attendance and any other challenge faced in the assignment process).

4. Trainer's coordination

As this training will be carried together with entrepreneurship training, the 40 trainees are to be divided into 2 groups of 20 trainees. In a rotational approach, the trainer will be having one group in the morning and another in the afternoon vis versa for the entire training except for Friday when the two groups will be combined together for a morning practical session.

5. Monitoring and Evaluation

For a smooth conduction of the training, the entire teaching sessions will be monitored by the project officer. IRP monitoring and evaluation teams will conduct an evaluation session at the end of the training to confirm the results are conforming to the objectives of the training.

6. Deliverables

- Three month training offered to 40 trainees rotating daily from Entrepreneurship to Cooking and baking sessions.
- 1 comprehensive report of the training including participants list per each trainer that is submitted two days after the training (The report shall be submitted in English to IRP)
- A well filled logbook of the teaching with outcome of each training session per each trainer

7. Training material

The training material has to be understandable and written in Urdu to be understood by the trainees.

Training material has to be drafted and approved prior usage.

8. Report

The report of the assignment has to be between 5 and 10 pages long (including any annexes).

The report is to adhere the following structure:

- 1) Executive Summary
- 2) Trainees' needs before the training
- 3) Training process



- 4) Improvements made after the training
- 5) Recommendations

D. Timeframe of the assignment

The assignment duration will be 90 working days including training classes, preparations and reporting. The training firms/organization shall provide training implementation plan/methodology along with their proposal.

Key characteristics of the organization

Background Professional Experience

The specialized training organization should have a minimum 3 years' experience in Cooking, Baking and hospitality management. Specialized training organization should have specialized lab having full equipment and are accredited with foreign cooking and Baking institutes.

Special competencies needed for this assignment

- The organization should have an understanding of the local market for cooking and backing products in terms of needs of different target markets (e.g. urban residents, rural residents, and foreign residents).
- Organizations/training firms having their own training facility in Rawalpindi city will be given preference.

Format for financial proposal:

Activity Name	Description	Unit	Quantities	Unit Price	Total
Pre-Training Assessment	One to One interview of Trainee or questioner for assessing capacities regarding cooking and baking skills	Trainee	40		
Training	Cooking and Baking	Month	3		
Training Consumables Material	Vegetable, Fruits, Meat, equipment's etc. including stationery, banners, certificate	Day	90		
Post Training Assessment	This include testing comparative analysis	Trainee	40		
Linkages/Job Placement	Self-Employment, group business and/or employment	Trainee	40		
Closing Ceremony	Closing Ceremony within training firm premises, including all arrangement and certificate distribution	No's	1		
Reporting	Overall training report including 4 case studies/success stories	No's	1		
Grand Total (Inclusive of all applicable Taxes)					



1. Terms & Conditions

1.1. General

- Quoted prices for the above services shall be inclusive of all kind of govt. taxes and duties as per prevailing Tax Laws of Govt. of Pakistan, Transportation, and Custom Clearance and port taxes (if any)
- All prices must be quoted in Pak rupees.
- Withholding tax & GST as per government prevailing rates shall be deducted at the time of payment.
- Payment shall be made in the form of cross cheque within 21 days after execution of order and subsequent submission of the invoice to the Islamic Relief (Pakistan).
- Islamic Relief reserves the right to reject any or all quotations without assigning any reason thereof.
- Organizations/training firms having their own training facility in Rawalpindi city will be given preference.

1.2. Bid Submission Requirement

- Interested firms are hereby advised to submit a detailed proposal include basic information of individual or firm i.e. qualification and expertise, relevant experience and availability of consultant or firm.
- Sealed Proposals addressed to “**Procurement Committee**” should be drop in quotation box at Plot # 10-A, AN Arcade, St. # 87, G-13/1, Islamabad latest by 1500 hours on or before August 26, 2020.

1.3. Validity of Bid

- Bids shall remain valid for at least 60 days from the date of opening. If the last date falls on a holiday, the validity shall be extended to the next working day of the Company thereafter.

1.4 Queries:

If you have any query regarding the ToR, please write us on pcco@irp.org.pk

2. Complaints..... please to write us

If you see any violation of rights or any incident of corruption, please contact us at:

complaints@irworldwide.org

Islamic Relief has zero tolerance for corruption & bribery and is committed to listen and Address any violation of rights of aid workers, suppliers, contractors, our beneficiary and communities.