



# TERMS OF REFERENCE FOR HIRING OF

---

## VOCATIONAL TRAINING INSTITUTE FOR WOMEN (NON-RESIDENTIAL TRAININGS)

Under the Project of “Returnees Inclusive Humanitarian Assistance (RIHA-III)  
Islamic Relief Pakistan Khyber Pakhtunkhwa

Subject: Request to acquire services of a firm/institution to impart vocational skill trainings on Home Textile & Adda Works in Tribal District of North & South Waziristan (non-residential trainings).

### **Project summary:**

#### **Project Summary:**

Islamic Relief Pakistan is implementing a project funded by Islamic Relief Sweden titled “Returnee Inclusive Humanitarian Assistance (RIHA-III) in two Tribal Districts; i.e. North & South Waziristan. The project has started from 1st December, 2020 and will end on 28th June, 2021. This project is focused on two tribal districts, North and South Waziristan; 50% project activities will be implemented in North Waziristan and 50% in South Waziristan Tribal District.

Through this project, IRP will provide lifesaving humanitarian assistance to 59,626 persons (19,813 men, 19,280 women, 10,477 boys and 10,056 girls including 4,901 persons with disability) by providing an integrated humanitarian services emphasizing on Food Security and Livelihoods, WASH and community mobilization while mainstreaming DRR and protection. Through the proposed assistance, the project envisages resilient community institutions leading the recovery and rehabilitation interventions, reduced incidence of waterborne diseases and livelihood resources restored, revitalized and diversified to ensure food security among returnees in South and North Waziristan tribal districts.

### **Expected Outcomes of the Activity:**

- Improved economic conditions of the conflict affected people through training, market linkages and essential input.

### **Roles and Responsibilities of Islamic Relief Pakistan:**

- Identification, Selection & Finalization of trainees for all trades
- Provide financial support to selected firm/institute as per specified project budget
- Islamic Relief technical staff will ensure smooth training activities

- Training fee will pay through cross cheque after the successful training completion report from consultant firm or training institution
- Islamic Relief technical staff will responsible for regular monitoring/feedback of the training
- Islamic Relief staff will carry out regular monitoring/feedback of the training on daily basis.
- Islamic Relief will provide toolkit and material for Home Textile & Adda Works to each participant as per their procurement procedures

### **Roles and Responsibilities consultant firm/institution:**

- Consultant firm/institute will arrange well equipped workshop in different villages (at least 05 villages & 02 trades i.e Home Textile & Adda Works in the target area of Ghulam Khan and Miran Shah, North Waziristan Tribal District and two centers in Sarwaki & Sararogha Tribe of South Waziristan Tribal District. 58 beneficiaries will be trained in North Waziristan whereas 58 beneficiaries will be trained in South Waziristan tribal district. (02 villages in South Waziristan & 02 villages in North Waziristan i.e. 02 mentioned trades in South Waziristan & North Waziristan).

**Table 1**

<b>S No</b>	<b>Trade</b>	<b>No of Trainees</b>	<b>Tribe/Tehsil</b>	<b>District</b>
<b>North Waziristan Tribal District</b>				
1	Home Textile	29	Miranshah/Ghulam Khan	North Waziristan
2	Adda Works	29	Miranshah/Ghulam Khan	North Waziristan
<b>South Waziristan Tribal District</b>				
3	Home Textile	29	Sarwaki/Sara Rogha	South Waziristan
4	Adda Works	29	Sarwaki/Sara Rogha	South Waziristan
<b>5</b>	<b>Total no of Trainees</b>	<b>116 in 02 Districts</b>		

- Consultant firm/institute will Provide all learning aids, teaching materials, consumables and additional facilities, as per demand of curricula/training contents, free of cost to the trainees (all costs on account of these items shall be included in training budget which will be paid by IRP). The training materials include materials for Home Textile & Adda Work. The materials provided during training shall remain asset of beneficiaries, it shall not be collected back from them. Selected consultant firm can take back only machinery & equipment used in the training. The consultant training institute will establish full scale laboratory/training hall in 04 or 05 villages of North and South Waziristan as mentioned in table 1.

- The consultant firm shall include budget for refreshment (tea+ biscuits) or Nestle Juice 200 ml + Half Roll in their budget for each trainee on daily basis.
- The consultant firm shall include travelling allowance of Rs 200/- daily for each participant (116 trainees for 52 days), which will be paid in cash to each trainee on certification day (10,400 PRK per trainee) and receiving lists shall be submitted to IRP Senior project officer, Field Office Bannu for finance settlement.
- The consultant firm shall also include four training venue rent for two months in their budget; two at NWTD and two at SWTD.
- Stationary shall be provided to all beneficiaries at the start of the training.
- The consultant firm shall also include certification fee (Duly certified from SDC) for each participant and first aid box.
- The training timing will be from 08:30 am to 01:30 pm (05 hours per day, 06 days a week) and 52 working days for a total of two months duration.
- Consultant firm/institute will award training completion certificate to each successful trainee in a ceremony attended by IRP staff.
- Consultant firm/institute ensure 85% attendance of the enrolled trainees per day
- Consultant firm/institute will arrange and display lesson plan on daily basis according to the recognized curricula.
- Consultant firm/institute will display banner of course contents in lab/workshop
- Consultant firm/institute will submit original copies of attendance sheet to Islamic Relief Pakistan for financial procedures.
- Provide and share with IRP tracer study / evaluation of the all trained trainees
- Consultant firm/institute will submit comprehensive training report at the end of successful training completion.

Note: Picture/Video of female trainees are strictly prohibited in both districts and none of a single pictures/video will be made during course of training. Violation of this, may terminate the contract at any stage.

### **Required Skills and Competencies:**

- Must have experience of conducting and facilitating vocational training
- Registered with any government authority or regular body or authorized by government for training/certification
- Registered consultant firm/institute having at least 5-10 years of proven successful experience in conducting vocational training
- Consultant firm/institute having arrangements of training venue/center for training

- Consultant firm/institute having knowledge of market orientated and employable trades in District Khyber context
- Consultant firm/institute must be familiar with local language and culture

Kindly refer to **Annex-I** for budget preparation and **Annex-II** for different trades of vocational skills and proposed training jurisdiction. Interested individuals, firms and institution may send a brief technical and financial proposal along cover letter, CVs of trainers, training experience.

## 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 Newly Merged Districts of Khyber Pakhtunkhwa 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 January 26, 2021.

### 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](mailto: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](mailto: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.

### Annex-I Budget format for different trades

S.N O	Head	Unit type	Unit cost	# Unit	No. of Days	Total PKR	Remarks
1	Training Fee	Persons					
2	Transportation charges for Trainees	Days	200	116	52	1,206,400	
3	First aid Box	1 No					
4	Stationary per participant	Lump sum					
5	Rent for hiring of local house for two months/electricity & gas bills	Months					
6	Certification fee (SDC certification)	1 Activity					
7	Refreshment (tea+ biscuits) or Nestle Juice 200 ml + Half Roll	Days		116	52		
<b>Total Cost</b>							

### Annex-2: Proposed Training Venue/trades

S No	Trade	No of Trainees	Tribe/Tehsil	District
1	Home Textile	30	Miranshah/Ghulam Khan	North Waziristan
2	Adda Works	30	Miranshah/Ghulam Khan	North Waziristan
	SWTD			
3	Home Textile	30	Sarwaki/Sara Rogha	South Wazristan
4	Adda Works	28	Sarwaki/Sara Rogha	South Wazristan
<b>Total no of Trainees</b>		<b>116 in 02 Districts</b>		