



TERMS OF REFERENCE FOR

VOCATIONAL TRAINING INSTITUTE FOR YOUTH

Under the Project of “Returnees Inclusive Humanitarian Assistance RIHA-III

Islamic Relief Pakistan

Field Office, bannu, Khyber Pakhtunkhwa

Subject: Request to acquire services of a consultant firm/institute to impart Two Month Residential Vocational Skills Training (Electrician-General/Building/Industrial, Mobile Repairing, Motor Cycle Repairing, AutoCAD and Solar Panel/cum solar plumbing).

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.

In the proposed 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 inputs.

Roles and Responsibilities of Islamic Relief Pakistan:

- Identification, Selection & Finalization of trainees for different trades (Electrician-General/Building/Industrial, Mobile Repairing, Motor Cycle Repairing, AutoCAD and Solar Panel/cum solar plumbing).
- Accommodation for trainees will be visited by IRP technical and supply chain and will check the no. of rooms, rooms and blanket, quilts, pillows quality and hygiene status of the rooms along with latrine facilities for trainees. After the visit trainees will be sent to selected institute for trainings.
- Islamic Relief staff will ensure trainees attendance at training, selection of training venue and smooth training activities.
- Islamic Relief staff will carry out regular monitoring/feedback of the training on daily basis.
- Islamic Relief will ensure visibility of the activity and will provide visibility banners for this activity. Women pictures shall not be taken by selected vendor during the course of the whole activity due to cultural constraints.
- Training fee will be paid through cross cheque after the successful training completion report from consultant firm or training institution.
- Islamic Relief will provide toolkit to trainee after successful completion of the training.

Roles and Responsibilities consultant firm/institution:

- Consultant firm/institute will arrange two months residential training workshop of selected trades for identified trainee's from the area of North and South Waziristan.
- 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 materials provided during training shall remain asset of beneficiaries/project participants; it shall not be collected back from them.
- The consultant firm shall include budget for refreshment (Breakfast, two times tea, lunch & dinner) along with a furnished accommodation on sharing basis in their budget for each trainee.
- The consultant firm shall include daily allowance of Rs 200/- daily for each participant (135 trainees for 60 days), which will be paid in cash to each trainee on certification day

(12,000 PRK per trainee) and receiving lists shall be submitted to IRP Skill Enhancement officer, Area Office Peshawar for finance settlement.

- Stationary shall be provided to all beneficiaries at the start of the training.
- The consultant firm shall also include SDC certification fee for each participant and first aid box. SDC certificates shall be provided to all successful trainees and will be responsibility of the training institute.
- The training timing will be from 08:30 am to 02:30 pm (06 hours per day, 06 days a week) and 52 working days.
- Consultant firm/institute will award training completion certificate (SDC) 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 with pictures at the end of successful training completion.
- A furnished accommodation (keeping in mind the SOPs for COVID-19) will be provided to facilitate the trainees by the consultant firm/institute. (Social distancing at class rooms and accommodation, use of masks and sanitizers)

Required Skills and Competencies:

- Must have experience of conducting and facilitating vocational training in Tribal Districts.
- 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 South & North Waziristan context
- Consultant firm/institute must be familiar with local language and culture
- Consultant firm/Institute must have a well-furnished building for accommodation of the trainee's.

Kindly refer to **Annex-I** for budget preparation of Vocational Skills of mentioned trades. Interested firms and institution may send a brief technical and financial proposal along cover letter, CVs of trainers, co-trainers, training experience in vocational training.

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

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.

Annex-I Budget format for Vocational Skills Training (Electrician-General/Building/Industrial, Mobile Repairing, Motor Cycle Repairing, AutoCAD and Solar Panel/cum solar plumbing)

S.NO	Head	Unit type	Cost for One Month Residential: Electrician-General/Building/Industrial, Mobile Repairing, Motor Cycle Repairing, AutoCAD and Solar Panel/cum solar plumbing				Remarks
			Unit cost	# Unit	No. of Days	Total	
	Training						
1	Training Fee/Materials	Per Person		135	1		
2	Daily Allowance (DA) for Beneficiaries	Days	200	135	60	1,620,000	PKR 12000/- will be paid in cash to each participant By firm
3	Stationary per participant	Lump sum		135	1		
4	Certification fee	Per Trainee		135	1		
5	First Aid Box	Per Event		4	1		
6	Hostel Stay (Food, accommodation etc)	Per Event		135	60		Breakfast, two times tea, lunch, dinner and accommodation on sharing basis (maximum 3 persons will be accommodated in one room)
			Sub-Total				