

Terms of Reference (TOR)

Screening and Needs Assessment of Selected PWD Entrepreneurs for the Recommendation of Appropriate Assistive Devices

1. Background

The project aims to strengthen the economic participation and mobility of People with Disabilities (PWDs) who are engaged in entrepreneurship activities. Many PWD entrepreneurs face mobility and functional challenges that limit their ability to effectively manage and expand their businesses. To address these barriers, assistive devices along with rehabilitation and physiotherapy support will be provided.

Under Activity 3.2.5, assistive devices will be procured and distributed to selected right holders (men and women with disabilities). The activity will also include professional screening, device recommendation, basic physiotherapy sessions, training on device usage, and structured follow-up support to ensure effective utilization of the assistive devices.

A total of 100 PWD entrepreneurs will be selected through Community Organizations, and the final list will be verified and prepared by Islamic Relief Pakistan.

2. Objective of the Assignment

The main objective of this assignment is to improve the mobility, independence, and business participation of selected PWD entrepreneurs through proper assessment, provision of suitable assistive devices, rehabilitation guidance, and follow-up support.

3. Specific Objectives

- To conduct professional screening and assessment of selected PWD entrepreneurs.
- To recommend appropriate assistive devices based on the individual needs of beneficiaries.
- To support the procurement and appropriate distribution of assistive devices.
- To provide basic physiotherapy sessions and training on the proper use and maintenance of assistive devices.
- To conduct follow-up sessions to ensure effective usage and improvement in mobility and business participation.

4. Initial Needs Assessment Summary

During the initial community-level assessment conducted by Islamic Relief Pakistan, the following indicative needs for assistive devices were identified among the selected People with Disabilities (PWDs). These figures are based on preliminary assessments and are intended solely for planning and budgeting purposes. The final type, specification, and quantity of assistive devices shall be determined by the hired consultant/firm/institute following detailed medical and functional screening of each right holder.

S. #.	Type of Assistive Device	Description and Model	Estimated Quantity	Unit Price	Total Price
1	Wheelchairs		60		
2	Hearing Aids		35		
3	Visual Impairment (e.g., White Cane and Related Aids)		10		
4	Prosthetic Limbs		4		

Estimated beneficiaries = 109 further All cost will be inclusive of all Govt. applicable taxes, transportation, deliveries and installations etc.

*Note: The total exceeds 100 because some right holders may require more than one type of assistive device or have multiple disabilities. Therefore, the above figures represent estimated device requirements rather than the number of unique beneficiaries. The final recommendations will be based on the consultant's comprehensive assessment and medical evaluation (as per actual)

5. Scope of Work

The consultant/firm will be responsible for the following tasks:

5.1 Screening and Assessment

- Conduct detailed screening and functional assessment of 100 selected PWD entrepreneurs.
- Identify the type of disability and functional limitations affecting their mobility and work performance.
- Recommend appropriate assistive devices based on individual needs.
- Prepare an assessment and recommendation report for each beneficiary.

5.2 Assistive Device Recommendation and Support in Procurement

- Provide technical specifications for the required assistive devices.
- Ensure recommended devices are suitable, durable, and aligned with beneficiary needs.
- Support the project team in finalizing the procurement list.

5.3 Distribution of Assistive Devices

- Assist in organizing distribution events.
- Ensure proper fitting and customization of devices where required.
- Maintain distribution records and beneficiary acknowledgement.

5.4 Rehabilitation and Training

- Conduct individual and group rehabilitation sessions.
- Provide basic physiotherapy support.
- Train beneficiaries on:
 - Proper use of assistive devices
 - Maintenance and safety measures
 - Improving mobility for business activities.

5.5 Follow-up Support

Follow-up sessions will be conducted to monitor progress and effectiveness of devices:

- First follow-up after 1 month
- Second follow-up after 2 months
- Third follow-up after 3 months

Total follow-up duration: 6 months monitoring period including progress assessment and adjustments if required.

6. Methodology

The consultant will adopt the following methodology:

- Coordination with Islamic Relief Pakistan and Community Organizations.
- Conduct field visits for screening and assessment.
- Use standardized disability assessment tools.
- Provide individual recommendations.
- Conduct training sessions and physiotherapy guidance.
- Maintain documentation and monitoring reports.

7. Deliverables

The consultant will submit the following deliverables:

1. Inception report and detailed work plan.
2. Screening and assessment report of 100 PWD entrepreneurs.
3. Assistive device recommendation list with technical specifications.
4. Distribution completion report.
5. Training and physiotherapy session report.
6. Follow-up monitoring reports (monthly/periodic).
7. Final completion report with impact analysis and recommendations.

8. Duration of the Assignment

The assignment will be carried out over a period of 8 months, including screening, distribution, rehabilitation sessions, and follow-up monitoring.

9. Target Beneficiaries

- Total beneficiaries: 100 People with Disabilities (PWDs)
- Category: Men and women entrepreneurs
- Selection method: Through Community Organizations and verification by Islamic Relief Pakistan.

10. The budget will cover:

- Screening and assessment costs
- Consultant/technical expert fees
- Procurement of assistive devices
- Physiotherapy and training sessions
- Follow-up visits and monitoring
- Logistics and operational costs of Consultant/Firm for movement within Field

- Logistics and operational costs of Assistive devices for procuring and distribution
- **All the above cost will be inclusive of all applicable Govt. Taxes, deliveries, Transportations, loading/unloading, packing/unpacking and installations etc.**

11. Qualification Requirements for Consultant/Firm

The consultant or firm should meet the following criteria:

- Degree in Physiotherapy, Rehabilitation Sciences, Orthotics & Prosthetics, or related field. (Must be affiliated/registered with the Punjab Medical Faculty or any other Government authorized regulatory body in Pakistan.)
- At least 5 years of experience in disability rehabilitation and assistive device assessment.
- Experience working with NGOs or humanitarian organizations.
- Proven experience in assistive device prescription and rehabilitation support.
- Strong understanding of disability inclusion and community-based rehabilitation (CBR).
- Ability to conduct training and physiotherapy sessions.

12. Reporting and Coordination

The consultant will report to:
District Coordinator or Livelihood Officer

Islamic Relief Pakistan

The consultant will closely coordinate with:

- Livelihood team
- Community organizations
- Field staff
- Procurement team

13. Ethical Considerations

- Ensure dignity, privacy, and respect for all PWD beneficiaries.
- Maintain confidentiality of beneficiary data.
- Promote gender inclusion and accessibility during all activities.

14. Technical Evaluation Criteria (A)

The technical proposals will be evaluated by the evaluation committee of Islamic Relief Pakistan based on the following criteria:

Sr. No.	Evaluation Criteria	Description (Single Line)	Maximum Marks
1	Relevant Education & Qualification	Degree in Physiotherapy, Rehabilitation Sciences, Orthotics & Prosthetics or related field; additional certifications in disability rehabilitation preferred.	20
2	Relevant Professional Experience	Minimum 5 years' experience in disability rehabilitation, assistive device assessment, and working with NGOs or development projects.	15
3	Methodology & Work Plan	Clear understanding of TOR with practical methodology for screening, device recommendation, physiotherapy support, and follow-up plan.	15
4	Similar Assignment Experience	Proven experience in similar assistive device provision or disability inclusion projects with community-level implementation.	10
5	Team Composition & Technical Capacity	Availability of qualified physiotherapists/rehabilitation experts and team capacity to implement field activities effectively.	10
	Total Technical Score		70 Marks

Minimum Qualifying Score: 50/70 marks in technical evaluation to proceed for further stage of assessment.

15.Location: UCs Noorpur Manjuwala, Lundi Saidian, Tehsil Jampur and UC Asni, District Rajanpur, Punjab

Terms & Conditions 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.
- Selection will be based on fulfilling required technical criteria. Facility visits/ Presentation will take place during the second stage of this procurement process, if needed.

Submission of Proposal (Bid) Timelines

Sealed Bids(Financial and Technical) addressed to “Procurement Committee, Islamic Relief” should be drop in quotation box placed at 2nd Floor, IRM Complex, Sunrise Avenue, Park Road, Near Comsats University, Islamabad on or before **July 22, 2026**

Validity of Bid:

Bids shall remain valid for at least 90 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;

Queries..... please write us

If you have any query on regarding the TORs, please write to

IRP.Procurement@irp.org.pk or pcco@irp.org.pk

Complaints..... please write us

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

complaints@irp.org.pk
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Islamic Relief has zero tolerance for corruption & bribery and is committed to listen and address any violation of rights of aid workers, suppliers, contractors and our beneficiary Communities.

Supplier Code of Conduct 1 Islamic Relief's Supplier Code of Conduct

2 Islamic Relief Worldwide requires all suppliers to adhere to:

The Modern Slavery Act 2015

The International Labour Standards as defined by the ILO (International Labour Organisation). The United Nations Global Compact's 10 principles as stated below:

Human Rights

[Principle 1:](#) Businesses should support and respect the protection of internationally proclaimed human rights; and

[Principle 2:](#) Make sure that they are not complicit in human rights abuses.

Labour

[Principle 3:](#) Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;

[Principle 4:](#) The elimination of all forms of forced and compulsory labour;

[Principle 5:](#) The effective abolition of child labour; and

[Principle 6:](#) The elimination of discrimination in respect of employment and occupation.

Environment

[Principle 7:](#) Businesses should support a precautionary approach to environmental challenges;

[Principle 8:](#) Undertake initiatives to promote greater environmental responsibility; and

[Principle 9:](#) Encourage the development and diffusion of environmentally friendly technologies.

Anti-Corruption

[Principle 10:](#) Businesses should work against corruption in all its forms, including extortion and bribery.