

Terms of Reference (TORs) for hiring of Consultant/Institute for Vocational Training Services Providers

Organizational Back ground

Islamic Relief is a UK based international relief and development charity working in over 40 countries. We are one of the world's largest faith inspired NGO which envisages a caring world where people unite to respond to the suffering of others, empowering them to fulfill their potential. Islamic Relief Pakistan (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, Islamic microfinance, sustainable livelihoods, water, sanitation and hygiene. Our vision is reaching out to the poor and under-privileged through our projects and program that are aligned with international/national priorities and Sustainable Development Goals (SDGs).

Project overview:

Islamic Relief Pakistan is implementing a Graduating with Resilience Initiative to Tackle Poverty (GRIP) in the rural & Semi-urban areas of District Peshawar, (Shahi Bala, Sufaid Sung, Parsang, Bridge Dheri, Bridge Nasir Khan, Jugani, Panam Dheri, Tehkal, Palosai and Pishtakhara). The project aims to reduce the extreme poverty in the target areas thus making them less vulnerable to the natural disasters. Apart from reducing the extreme poverty, the project will also include activities on community-based disaster risk reduction approaches, further making the people able to respond to the emerging disasters amicably. The proposed project will improve the social resilience of the targeted vulnerable communities by improving their socio-economic conditions. On the other hand capacity building activities will enable targeted communities to sustain the provided skills as well as to enhance their capacities to cope with the disasters in future. The project will build capacities of men and women and engage them in preparing livelihood investment plans (LIPs) and help vulnerable families build or restore their assets through cash or in-kind assistance. Poverty scorecard will be undertaken to gauge the economic wellbeing and progress towards poverty graduation.

The Propose Activity:

Under the proposed assignment, IR- Pakistan is seeking to engage the services of a Skills trainings service impart **Vocational Skills Training** to the female community members, in the skills including, Tailoring & Embroidery and Beautician.

Islamic Relief will enhance the capacity of estimated **90 right holders (90 female)** from Union Councils Panam Dheri, Tehkal, Palosai and Sufaid Sung of District Peshawar.

The basic objective of the project is to provide decent work for locals that are created through livelihood programming and the establishment of sustainable market linkages thus empowering the target right holders. The duration of each course, Tailoring & embroidery and Beautician will be 3 months in which the beneficiaries will learn through theoretical and practical learning approaches.

The training services providers will be required to establish training centers at communities/village level and/or a central/accessible locations for all communities (where required), in coordination and join consultation with IRP team, ensuring the availability of required equipment and tools for the mentioned trades.

Terms of Reference (TORs) for hiring of Consultant/Institute for Vocational Training Services Providers

Gender	Tailoring & Embroidery (Female)	Beautician (Female)	Total
Female	79	11	90

** Number of Participants may increase/decrease.

Key deliverables for consultant/firms

- Establish fully equipped, vocational training centers at secure locations within the targeted Panam Dheri, Tehkal, Palosai and Sufaid Sung of District Peshawar UCs at Centralized Accessible Locations.
- Arrange Relevant trade experts/trainer with experience in imparting skill trainings to community groups
- Validate IRP's assessments before the commencement of training sessions and submit report pre-training report on the trainees capacities, suitability for training, and recommendations.
- Development of Training Module and relevant material and provision of copies to the training participants
- Delivery of Trainings for the specified duration as per the work plan agreed, (4 days per week)
- Provide relevant equipment, tools, stationery and consumable during the training, in sufficient quantity.
- Provide Training Completion Certificates, accredited by the relevant authorities, TTB/NAVTTTC.
- Submit reports detailing training program completion along with attendance sheet, pictures, pre and post-evaluation questionnaire and analysis of the knowledge and skills enhancement by the participants
- Facilitate donor visits at training center as communicated by IRP focal person.

Responsibilities of IRP:

- Identification, selection & finalization of trainees
- Islamic Relief staff will ensure trainees attendance at training,
- IR staff will carry out daily monitoring/feedback of the training.
- Fulfill all financial obligations to the service provider based on the achievement of the milestones as agreed.

Qualifications and Experience:

- The service provider must be a government-registered institute/firm, with valid documentary evidence of registration. Preference will be given to institutions accredited or registered with the National Vocational and Technical Training Commission (NAVTTTC) and/or Trade Testing Board (TTB).
- The service provider must have a minimum of five (5) years of experience in institutional development, capacity building, vocational and technical skills development, enterprise development, and the design and delivery of specialized training programmes in both on-farm and non-farm livelihoods.
- The service provider must demonstrate proven experience in implementing vocational and skills development programmes within the development and humanitarian sector, particularly in complex and challenging operational environments.
- The service provider must possess the necessary institutional capacity, qualified human resources, and technical expertise to organize and deliver practical, competency-based training programmes at multiple locations simultaneously.
- The service provider must have an adequate number of qualified, skilled, and experienced trainers/instructors for the proposed vocational trades and enterprise development training programmes.

Terms of Reference (TORs) for hiring of Consultant/Institute for Vocational Training Services Providers

- The service provider must maintain adequate training infrastructure, including fully equipped workshops, laboratories, training tools, machinery, equipment, and learning materials required for the proposed training courses.
- The service provider shall submit evidence of having successfully completed at least three (3) similar assignments/contracts with International NGOs, Government Departments, UN Agencies, or Development Partners involving vocational skills development, enterprise development, or capacity-building programmes.
- The service provider may submit proposals for one, multiple, or all training categories, provided it demonstrates the required technical and institutional capacity for each category.
- Shortlisted service providers shall be required to deliver a technical presentation before the evaluation committee of Islamic Relief Pakistan (IRP), demonstrating their understanding of the assignment, proposed methodology, implementation approach, quality assurance mechanisms, and previous relevant experience.
- Islamic Relief Pakistan (IRP) reserves the right to conduct pre-award verification visits to the training institute/facility to assess the availability and adequacy of infrastructure, training equipment, learning environment, and original supporting documentation submitted as part of the proposal.
- The service provider must ensure the availability of a safe, secure, inclusive, gender-sensitive, and accessible learning environment, with appropriate safeguarding measures for all trainees, including women, persons with disabilities, and other vulnerable groups.
- The service provider shall comply with all applicable national labour laws, occupational health and safety standards, safeguarding policies, and relevant government regulations governing vocational and technical education and training.

Expected Role and understanding of the selected Firms

In coordination and consultation with designated IRP staff, the selected TSP or Firm will perform, but not limited to, the following specific tasks:

- Initiate an inception meeting and report with IRP technical team, devising a technical, and trade-specific batch-wise training program, work plan, and execution strategy.
- The Service Providers is expected to commence training within 30 days of signing of the agreement.
- Identify and Establish fully equipped, vocational training centers at secure locations within the targeted UCs at Centralized Accessible Locations separately for male & female trainees, according to the agreed plan.
- Training centers should have the capacity of delivering trainings in above mentioned trades under one roof is desirable. However, keeping in view the space availability and depends upon the number of applicant, training center for minimum one technical trade may also be acceptable.
- Develop an approved training curriculum and modules for each trade, prioritizing practical training over theory.
- Ensure the availability of Trainers who can deliver training in local languages.
- Training material (Trainer's manual, participant's handbook, and IEC material/handouts) will be developed with pictures and illustration in local or national language.
- The selection of trade is demand driven, and the right holders reserve the right to change his/her preference based on the market needs and available opportunities. The mentioned trades therefore may be changed, dropped, or replaced with the new trades other than the mentioned. The service providers acknowledge to remain flexible and accommodate any change.

Terms of Reference (TORs) for hiring of Consultant/Institute for Vocational Training Services Providers

- The service providers will coordinate and ensure the provision of certificates from the recognized institutions, such as NAVTTC /TTB.
- The service Provider is expected to maintain a learning conducive environment and ensure the maintenance of attendance record and monitor learning process of trainees.
- Based on the agreed work plan, a payment plan with set deliverables will be developed and the payments will be processed accordingly after completion of set milestones/deliverables.
- Training Service provider is expected to facilitate IRP project team, monitoring team, and donor visits, and ensure taking required corrective measures, in case of any observation.
- Additionally, following minimum facilities must be in place in the training venue;
 - Easily accessible and convenient for the resident of above mentioned UCs.
 - The centers must have the required infrastructure, including room with ventilation system, lighting, seating, fan, training equipment, drinking water, washrooms and instructional materials, backup generators, fire extinguisher, first aid box etc.
 - The centers must be located in easily accessible and secure areas in the designated UCs.
 - TSP will be responsible for the provision of security, of the training centers.

Evaluation Criteria

The Quality and Cost Based Selection Criteria (QCBS) will be used for calculating the total score, based on the weightage of the technical and financial scores. The proposals achieving the highest score will be considered for negotiation. The breakup of the scoring is given below:

- Weightage for the Technical Proposals is 90%.
- Weightage for the Financial Proposal is 10%.
- Bidder's Financial Score = (Minimum Bid Value/ Bid in Consideration) * 10%.
- Bidder's Final Score = Bidder's Technical Score + Bidder's Financial Score.

Evaluation Criteria for Technical Proposal

Each technical proposal will be evaluated using the categories, criteria, and point system given below. A two-stage procedure will be adopted in evaluating the proposals. Technical evaluation will be carried out first followed by the financial evaluation. The minimum technical score required for an individual service provider/proposal to qualify for financial evaluation is 75 Points out 100. Each proposal will be evaluated using the categories, criteria, and the point system given below:

No	Evaluation Criteria	Points
1	Firm/consultant post registration previous work experience a. Offeror prior experience relevant to scope of the assignment (15 points). The offeror demonstrated experience of institutional development, capacity building initiatives, designing & delivering specialized trainings and skilled trainings. Must have completed at least three (03) similar nature and scale assignment(s). Each completed assignment will be marked based on its relevance, scope, scale, and level of efforts. Each assignment will be allotted 05 points with total points not exceeding	30

Terms of Reference (TORs) for hiring of Consultant/Institute for Vocational Training Services Providers

	b. Offeror in-house facilities, expertise, and institutional capacity to undertake the assignment at community level. (15 points) Offeror in-house relevant facilities, technical expertise, demonstrated institutional capacity, networking, affiliations, and engagements with relevant stakeholders in relation to undertaking this assignment. Offeror must elaborate its in-house facilities (Required equipment's, technologies, advance machinery etc.), team expertise, institutional expertise, existing networks and any other advantages that can help ascertain their institutional capacity and ability and experience in arranging community based trainings. <i>The offeror must provide copies of valid contracts, work orders, work completion certificates, formal affiliations, formal long-terms engagements etc. to support its experience and institutional capacity.</i>	
2	i. Adequacy of the proposed methodology, knowledge, and special considerations a. Technical approach and methodology – 15 points In this part the bidder should explain its understanding of the assignment objectives as outlined in the scope of work, the technical approach and methodology to be adopted for completion of assignment. Please do not repeat/copy the TORs in here. The proposed work plan should be consistent with the technical approach and methodology and should be realistic. b. Knowledge and expertise of the sector – 15 points Demonstrated knowledge, know-how and expertise of the offeror about various important aspects of the proposed assignment such as trainings, capacity building initiatives, skills training, apprenticeship, training on advanced tools etc. The proposed tools and approaches should be in line with the intended region and audience, the suitability to the concept note and sustainability aspects.	30
3	ii. Key professional staff qualifications and competence for the assignment & institute Affiliation a. Proposed team capability and competency (10 points) The proposed team/personnel capabilities and competencies to carry out the proposed scope of work. The offeror must outline the education, expertise, and experience of the proposed team in sufficient detail in line with the proposed approach and methodology to successfully implement the assignment as per the scope of work. CVs of the proposed team along with a table that summarizes the team structure and similar work needs to be submitted to gauge their suitability for the assignment.	40

Terms of Reference (TORs) for hiring of Consultant/Institute for Vocational Training Services Providers

	a. Institute Affiliation (30 points) Potential Institute/Service Provider should must be registered with the competent authority such as NAVTTC and TTB and any other-15 points/affiliation each.	
Total Points		100

The minimum technical score required to pass is: **75 Points.**

Duration:

03 months agreement will be signed for execution of training events.

Schedule and Timeline:

The total allocated duration for this assignment is 03 months after signing of contract between the consultant/ firm and IRP. However, it could be extended through mutual agreement considering the external factors such as security, weather condition, accessibility, etc.

The consultancy fee is inclusive of all the relevant costs, including transportation, boarding & lodging, Co. Trainers, training center establishment, tools/equipment, security etc. The consultancy fee will be subjected to the deduction of applicable taxes.

Terms of Reference (TORs) for hiring of Consultant/Institute for Vocational Training Services Providers

Template for Financial Proposal-Tailoring & Embroidery

S. No	Budget Head	Quantity	Unit Cost	Total (PKR)
1	Teaching and Instructor Cost	79		
2	Co Instructor Remuneration	79		
3	Training Material Cost	79		
4	Administrative Cost	79		
5	Equipment and Transportation Cost	79		
	Total Cost of the Assignment			
	Cost of Each RH (for three months)			
**The quoted rates shall be inclusive of all applicable government taxes, duties, levies, and any other statutory charges. No additional payments shall be made by Islamic Relief Pakistan (IRP) beyond the agreed contract rates. **Payments shall be made on the basis of the actual number of trainees who successfully attend and complete the training programme, calculated as the agreed cost per trainee multiplied by the number of eligible trainees. **While the contract may be awarded for a maximum of ninety (90) trainees, IRP does not guarantee the participation of all nominated trainees. The service provider shall be entitled to payment only for the actual number of trainees who attend and complete the training, as verified and approved by IRP. No compensation or claim shall be admissible for trainees who do not attend, withdraw, or fail to complete the training programme.				

Terms of Reference (TORs) for hiring of Consultant/Institute for Vocational Training Services Providers

Template for Financial Proposal-Beautician

S. No	Budget Head	Quantity	Unit Cost	Total (PKR)
1	Teaching and Instructor Cost	11		
2	Co Instructor Remuneration	11		
3	Training Material Cost	11		
4	Administrative Cost	11		
5	Equipment and Transportation Cost	11		
	Total Cost of the Assignment			
	Cost of Each RH (for three months)			

**The quoted rates shall be inclusive of all applicable government taxes, duties, levies, and any other statutory charges. No additional payments shall be made by Islamic Relief Pakistan (IRP) beyond the agreed contract rates.

**Payments shall be made on the basis of the actual number of trainees who successfully attend and complete the training programme, calculated as the agreed cost per trainee multiplied by the number of eligible trainees.

**While the contract may be awarded for a maximum of ninety (90) trainees, IRP does not guarantee the participation of all nominated trainees. The service provider shall be entitled to payment only for the actual number of trainees who attend and complete the training, as verified and approved by IRP. No compensation or claim shall be admissible for trainees who do not attend, withdraw, or fail to complete the training programme.