



TERMS OF REFERENCE (ToRs)
CONSULTANCY – HIRING OF HR, RECRUITMENT FIRMS FOR ARRANGING ON THE
JOB TRAINING FOR EDUCATED AFGHAN REFUGEE YOUTH

Job Title:	RFP: Consultancy Hiring of Recruitment/ HR Firm for arranging On-the-Job Training
Category:	Capacity Building, On Job Training
Duty Station:	Islamabad, Peshawar, Quetta, Karachi
Type of Contract:	Service Contract
Duration of Assignment:	6 months
Deadline for Bid Submission:	27 th August 2020

1. BACKGROUND

In collaboration with United Nations High Commissioner for Refugees (UNHCR), the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) Refugee Management Support Programme (RMSP) introduced the DAFI Plus (DAFI+) initiative – a complement to the Albert Einstein German Academic Refugee Initiative (DAFI), coordinated by UNHCR. The initiative was piloted between December 2018 and April 2019. The pilot initiative comprised of three components: 1) community mobilization and awareness-raising about higher education opportunities for Afghan refugee girls, 2) 125 on-the-job training with for high-school educated Afghan youth including current or former DAFI scholars, and 3) digital skills training for 200 educated Afghan refugee youth. The overall objective of the pilot programme was to equip educated Afghan refugees / DAFI scholars with marketable professional skills and experience to increase their prospects for a sustainable reintegration upon a voluntary return to Afghanistan.

Given the extensive positive feedback the pilot received GIZ RMSP is launching a second round of the DAFI Plus initiative. The project embarks on the lessons learned, insights, and opportunities of the pilot phase and therefore, would work on two training components. One of these is on the job training.

2. OBJECTIVE OF ON THE JOB TRAINING COMPONENT

- “To find On-the-Job Training opportunities for a minimum of 110 DAFI scholarship beneficiaries (registered Afghan refugee youth; minimum 30% females) in alignment with their qualifications”
- “To find On-the-Job Training opportunities for a second batch of 35 DAFI scholarship applicants (registered Afghan refugee youth) in alignment with their digital skills training and academic qualifications”

3. PURPOSE AND SCOPE OF ASSIGNMENT

The purpose of the consultancy is to hire a potential HR, recruitment firm to arrange 4 months On-the-Job Training opportunities for 145 Afghan refugee youth i.e. 110 beneficiaries of the **DAFI**

scholarship program,¹ and another 35 educated Afghan youth. In alignment with the graduate's and/or aspirant's qualifications, the firm is expected to arrange 4 and 2 months of on job placements, respectively, so that a trainee can get the experience of given sector (relative to their studies) and enrich their professional and educational profiles.

Inspire Pakistan expects the HR firm to facilitate whole training placement process. The hired firm shall be placing scholars in reputable private sector companies and some of them in public organizations for a specified training period. The firm should ensure the training placements through connecting the DAFI scholars in target cities of Pakistan with the companies/organizations relevant to their field of study. The hired HR firm would act as an intermediary between the companies/organizations and Inspire Pakistan and will ensure timely coordination on pre and post-training/placements evaluation, collection, and reporting of companies/organizations' feedback.

On-the-Job Training should comprise of blended learning opportunities. The hired firm is expected to develop a concise learning plan of training for the trainees. This 4-month engagement should be inclusive of (I) working remotely, (II) when and wherever allowed, working within an office environment, and (III) mentorship.

After award of contract, firms shall be asked to develop and submit a **monthly schedule** of work that reflects the above-mentioned elements of the blended learning model. Prior to on job placements, Inspire Pakistan shall arrange soft and other job readiness skills training for all the trainees.

3.1. SUMMARY OF TRAINING SCHEDULE

Training Session	Duration
I) Soft skills training (will be arranged by Inspire Pakistan)	3.5 weeks
II) On- the-Job Training composition of working remotely, working within office setting and mentorship	17 weeks ²
III) Experience letters and Training completion certificates	1 week

5. TRAINEES

The trainees would ideally comprise of 110 educated Afghan refugee youth (male: 76, female: 34), have completed or completing graduation, between age 18-34, reside in Islamabad (30%, Karachi (3%), Quetta (10%) and Peshawar (57%).

5.1. Degree Areas and Qualifications of DAFI scholars:

- AF: Agriculture, Forestry & Fishery 1
- CB: Commercial & Business Admin 37
- EN: Engineering 17
- MC: Mathematics & Computer Science 41
- MH: Medical Science & Health Related 24
- NS: Natural Sciences 15

¹ <https://unhcrpk.org/dafi/>

² The standard duration of on job training shall be 4 months. However, in very understandable situations, duration can be considered flexible – minimum 3 or maximum 5 months of duration.

Note: Trainee selection shall be done by Inspire Pakistan. Before starting the assignment, the organization shall provide a list of trainees to the selected HR firm. Inspire Pakistan will be providing a stipend to the trainees therefore, firms are requested to not propose any amount of stipends in their financial proposals.

5.2. Batch composition and tentative plan of the placement:

The placements for trainings shall be done for two different batches. The first batch consists of 110 trainees - either graduates more likely be in the final semesters of their graduation studies (kindly refer to above mentioned point to know about respective fields of study). The duration of training would be 4 months i.e. November 2020 to February 2021. The second batch shall consist of 35 trainees. This batch shall consist of trainees who have completed their graduation degrees however, few of them may be undergraduate students (passed HSSC/intermediate) The duration of training, for this batch, would be 2 months (March to April 2021)

6. EXPECTED DELIVERABLES/OUTPUTS – AFTER AWARDING THE CONTRACT

6.1. Engaging the DAFI Scholars

The HR firm will establish contact with the DAFI scholars through telephonic interviews then followed by face to face interviews with all trainees. The interviews should be aimed at gauging the aptitude, geographical/field preferences, skill gaps, and professional training requirements for each DAFI scholar, which will be considered for the training placement as On-the-Job trainee.

6.2. Company/Organization Mapping

The HR firm will map the prospective companies/organizations for the training placement of DAFI scholars in each target geographical area. Synchronization between the field of specialization of the DAFI scholars and the type of company/organization should be kept as a priority during the mapping. A comprehensive list of companies/organizations (geographical area-wise and industry/sector-wise) will be shared before connecting the DAFI scholars for the interviews for final training placement.³

6.3. Coordinating the Interviews and On Job Trainings

The HR firm connects the DAFI scholars with the companies/organizations through continuous coordination between them. In case a DAFI scholar is not engaged as a trainee by one company/organization, the firm shall be prepared to schedule interview with another company/organization. For each candidate, three prospective companies/organizations should be lined-up in the mapping activity

6.4. Placements, Monitoring and Response Management

The HR firm will maintain continuous contact with the companies/organizations and the placed DAFI scholars throughout On-the-Job training. The HR firm will collect, document, and report feedback

³ During this phase, HR firm shall also produce a very brief training/session plan for covering element of mentorship program. It shall be developed in consultation with Inspire Pakistan.

from the company/organization as well as from the trainee at the initiation, during and at the end of the training. The HR firm will ensure that the DAFI scholars receive their experience certificates at the end of the training. It will also ensure to manage and report any unforeseen event during the training from the side of the company/organization as well as the trainee as the first point of contact.

6.5. Appointment of Focal Persons:

The HR firm will designate focal persons for each target geographic area to coordinate with the companies/organizations and the DAFI scholars for the smooth implementation of the program. It will also designate a focal person for coordinating and progress reporting to Inspire Pakistan.

6.6. Summary of Deliverables

S #	Specific Tasks/Outputs	Duration	Timeline	Indicator
1.	Establishing contact with DAF Scholars, gathering information about their aspiration, passion, preferred field of work etc.	2 weeks	3 rd week of September 2020	1 brief need assessment report developed and submitted
2.	Company/organization Mapping and developing concise objective specifying elements/plan of mentorship	1 week	4 th week of September 2020	1 brief directory of potential company/organization developed
3.	Appointment of Focal Persons:	1 week	1 st week of October 2020	4 focal persons nominated
4.	Coordinating the Interviews and Training Placement	2 weeks	October 2020	1 brief interview, selection, and successful placement report developed
5.	Training Placements, Monitoring and Response Management	17.2 weeks	1 st November to 26 th February 2021	Periodic updates and submission of 4 monthly reports
6.	Provisions of experience letters from companies and training completion certificates from HR firm	1 week	Last week of February 2021	110 experience letters and certificates awarded to trainees
7.	Submission of the final report	2 weeks	15 th February 2021	1 comprehensive training completion report submitted

7. BID SUBMISSIONS PROCEDURE

Firms having experience of conducting aforementioned On-the-Job Training and undertaking similar activities are requested to submit technical and financial proposals (separate) – inclusive of the following elements.

- **Letter of intent for undertaking consultancy**
- **Technical Proposal must include following: (70% weightage)**
 - Cover Page
 - Table of Content
 - List of Acronyms
 - Organizational profile and experience
 - Rationale or Background
 - Understanding of the consultancy/work
 - Implementation methodology (how work will be started and completed)
 - Strategies which would support proposed implementation methodology, and add unique value to the project (including communication & coordination, monitoring, reporting, problem-solving and or any other
 - A brief outline of On the job training (how will firms ensure that blended learning for trainees)
- **Financial Proposal (30%)**

Note: Templates of Technical and Financial Proposal is attached as annexure A and B respectively.

The sealed bids (Letter of intent, technical and financial proposals) must reach to Inspire Pakistan Office by **27th August 2020**. The envelope should be addressed as below:

RFP: On Job Training – DAFI Plus

Mr. Fayaz Ahmad Bangash

Admin & Finance Assistant, Inspire Pakistan

House No 351, Street No. 72, Sector G-11/2, Islamabad

Inquiries can be made via email (fayaz@inspirepk.org) or phone call (051-2362583) to Mr. Fayaz Bangash.

8. PAYMENT SCHEDULE

Installment #	Percentage of total payment released	Timeline	Pre-Requisite
One	20%	4 th week of September 2020	Output 1, 2 and 3, development of learning schedule
Two	40%	3 rd week of December 2020	Output 4, On Job placements of DAFI scholars and submission of 2-month progress reports,
Three	40%	2 nd week of March 2021	Output 5, 6 and 7

9. REQUIRED EXPERTISE AND QUALIFICATION

- Should be legal entity i.e. Firm / Company (copy of incorporation / registration certificate)
- Provide National Tax Number (NTN) and General Sales Tax (GST)/ Provincial Sales Tax (PST) (if applicable) in the name of the organization and provide a copy of the company registration certificate
- Courses offered should have international certification.
- Minimum 5 - 8 years' experience of undertaking similar training assignments
- Preferably should have an outreach in all target areas Islamabad, Karachi, Peshawar, Quetta
- Should have training facilities
- Are connected to/have a network of companies/organizations willing to participate in On-the-Job Training programs.

Annexure A:

Elements/structure of Technical Proposal

I. Cover Page

(Including Title of Consultancy, the logo of bidding firm, bid submission date)

II. Table of Content

III. List of Acronyms

1. Brief of the Company

Please provide a brief (maximum two pages) description of the company including mission, vision, management structure, registration, NTN, number of projects managed in past, etc.

2. Relevant Experience

Provide information on a previous assignment for which your company was legally contracted either individually as a corporate entity or as one of the major companies within a consortium for carrying out assignments similar to the one requested. Please use a maximum of 5 pages; one project one page. This section should include types of placements, and on-the-job training conducted as well as clients served, etc. If needed, task completion certificates or documents should be attached as annexures.

3. Rationale or Background

Issues faced by educated youth especially Afghan refugees, how on-the-job training for educated Afghan youth can be useful to them, and why do you think exposure to the formal job sector can enhance their skills and enrich their profiles.

4. Understanding of the consultancy/work

5. Implementation methodology

How work will be started and completed, what challenges do you anticipate

6. Strategies

Support proposed implementation methodology, and add unique value to the project (including communication & coordination, monitoring, reporting, problem-solving, quality assurance, and or any other). Attach profiles and CVs of key persons as annexures.

7. Brief Outline of Blended Learning and company/organization which will be contacted/engaged for on Job training

8. Work Plan

In this chapter you please propose the main activities of the assignment, and a timeline for the whole assignment. The proposed work plan should be consistent with the technical approach and methodology, showing an understanding of the TOR and the ability to translate them into a feasible working plan. A list of the final documents and databases should be included here. A sequence of possible activities in a logical manner.

Annexure B: Financial Proposal

The financial proposal shall be submitted in a separate sealed envelope. The budget should include all the budget items necessary to carry out the training.

Note: The financial proposal must be inclusive of all applicable taxes. The Sales Tax on services must be shown separately (if applicable).

Template of the Budget

Total Cost	Cost including all taxes (Pak Rupees)
Total Cost of Financial Proposal	
Breakup of Cost	Per Trainee Cost inclusive of all taxes (Quote at an average as per qualification or degrees of trainees. If required set industry or sector as benchmark for variations)
OJT Sector 1: (Name)	
OJT Sector 2: (Name)	
OJT Sector 3: (Name)	
Add more if required	
Grand total	

(Note: In accordance with details provided in heading 5.1, kindly populate above table. The total number of trainees should be confined to actual target i.e. 110 trainees.)

Annexure C: Evaluation Grid

Selection Criteria for Recruiters

HR firm's Name:

Location:

Contact details *(e-mail and mobile):

Focal Person:

Organizational Experience (Years):

S. No	Sr. Questions	Marks (10 each) / 90
1	Are you registered legally? <ul style="list-style-type: none"> • Yes: 10 • No: Not eligible 	
2	How many job placements in the current year (please mention industry) <ul style="list-style-type: none"> • None: 0 • Less than ten: 5 • More than thirty: 10 	
3	What procedures have you followed in briefing the applicants about the employer requirements? (Phone, physical personal briefings etc.) <ul style="list-style-type: none"> • Phone: 4 • In person: 7 • Both and briefing: 10 	
4	What has been your success rate in placing applicant's in accordance with their preferences in terms of field work? <ul style="list-style-type: none"> • 50%: 5 marks • More than 80%: 10 marks 	
5	What has been your success rate in placing applicant's in big organizations / multinational / business houses in the current year? (Telecom Sector, Banks, Universities, Public Sector, Hospitality) <ul style="list-style-type: none"> • 50%: 5 marks • More than 60%: 10 marks 	
6	Have you ever monitored the performance of your applicant's once they are placed with their company/organization? <ul style="list-style-type: none"> • Yes: 10 marks • No: 0 marks 	
7	Have you ever carried out situation analysis of possible company/organization once the applicant has given his preferences?(both in the local and distant markets) <ul style="list-style-type: none"> • Yes: 10 marks • No: 0 marks 	
8	Have you ever considered company/organization are legally registered? <ul style="list-style-type: none"> • Yes, always: 10 marks • Yes, but not all time: 5 marks • No: 0 marks 	
9	Have you ever submitted reports / feedback on the performance of the (candidates / company/organization) at the end of the	

	contract to a client? <ul style="list-style-type: none">• Yes, always: 10 marks• Yes, but not all time: 5 marks• No: 0 marks	
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***HR firms will be evaluated on the above criteria and points. Technical 70% and financial 30%**