



**TERMS OF REFERENCE (ToRs)**  
**CONSULTANCY – HIRING OF TRAINING FIRMS TO CONDUCT DIGITAL SKILLS**  
**TRAINING FOR AFGHAN REFUGEES YOUTH**

<b>Job Title:</b>	RFP: Training Consultancy
<b>Category:</b>	Innovative and Digital Skills Training
<b>Duty Station:</b>	Islamabad, Peshawar, Quetta, Karachi
<b>Type of Contract:</b>	Service Contract
<b>Duration of Assignment:</b>	6 months
<b>Deadline for Bid Submission:</b>	27 <sup>th</sup> 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 registered 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 the digital skills training.

### **2. OBJECTIVE OF THE DIGITAL SKILLS COMPONENT**

- “Enabling access and opportunities of market-driven, innovative digital and life skills for a minimum of 80 registered Afghan refugee youth in Pakistan; for both men and women, followed by On-the-Job Training for a minimum of 35 trainees”

### **3. PURPOSE AND SCOPE OF ASSIGNMENT**

The purpose of the consultancy is to hire a potential training/digital training firm or institutes to conduct 4 months (17 weeks) of training sessions for educated Afghan refugee youth.

The training should comprise of (I) soft skills, (II) technical or digital skills, and (III) freelancing skills, with durations of three and a half, ten, and three and half a week’s respectively.

### 3.1. DETAILS OF THE TRAINING SESSIONS

#### A) Soft Skills

Independent and self-learning, leadership, innovation, interpersonal skills, professionalism – including tenacity, consistency, conscientiousness, presentation skills – CV building, interview, cover/letter writing, etc.

#### B) Technical and/or Digital Skills

I. Affiliate/digital marketing, II. Content/news writing, III. Digital photography and related software, IV. Digital/virtual assistance, V. Transcription, translation, VI. Link promotor, VII. Product hunting, VIII. SEO, IX. Graphic designing, X. Data Analytics XI. Advanced Microsoft Excel, XII. Quick Books and Sage 50 accounting. XII. If required, one additional course - mutually agreed by Inspire Pakistan and Firm.

#### C) Freelance Skills

I. Business development, II. Business communication, III. Signups, IV. Virtual world, V. Proposal development, and bidding, etc.

### 3.2. SUMMARY OF TRAINING SCHEDULE

Training Session	Topics, Course or Area	# of Trainees	Duration
A) Soft skills	Self-learning, leadership, innovation, interpersonal skills, tenacity, consistency, conscientiousness, etc.	190	3.5 weeks
B) Technical or digital skills	I. Affiliate/digital marketing, II. Content/news writing, III. Digital photography and related software, IV. Digital/virtual assistance, V. Transcription, translation, VI. Link promotor, VII. Product hunting, VIII. SEO, IX. Graphic designing, X. Data Analytics XI. Advanced Microsoft Excel, XII. Quick Books and Sage 50 accounting. XII. If required, one additional course - mutually agreed by Inspire Pakistan and Firm.	80	10 weeks
C) Freelancing	I. Freelancing	80	3.5 weeks

**Note:** Depending on the on-going COVID 19 situation, if required, Inspire Pakistan may re-adjust the above-mentioned training schedule at the time of contract signing. If modifications are made; to the overall outline or plan, then the selected firm would be given time to make adjustments to the work plan/schedule. Firms must strictly adhere to financial bid template (**Attached as Annex B**)

## 5. TRAINEES

The batch would ideally comprise 80 (20 in every 4 cities) educated Afghan refugees (male: 40, female: 40) who have completed a minimum of twelve years education; are between age 17-35, reside in Islamabad, Karachi, Quetta or Peshawar.

**Note:** Beneficiary selection and batch formation shall be done by Inspire Pakistan. Depending on the requirement of each batch, the firm should deliver trainings in either English and/or Urdu. Inspire Pakistan shall also be paying training allowance/stipend to the trainees therefore, we request bidding firms do not include any amount of stipends/allowance in their financial proposals.

## 6. EXPECTED DELIVERABLES/OUTPUTS – AFTER AWARDING THE CONTRACT

S #	Deliverable	Frequency/Timeline
1.	<ul style="list-style-type: none"> <li>Development and submission of comprehensive curricula and pre-requisites (education, qualification, abilities) for the soft skills, digital skill courses, and freelancing.</li> <li>Development and submission of a week-wise training plan for courses</li> </ul>	Within one week of signing the contract
2.	<ul style="list-style-type: none"> <li>Development and approval of standardized templates pre &amp; post-training evaluations for soft skills, digital skills, and freelance training respectively.</li> <li>Carrying-out pre and post-training evaluations and submission of two assessment reports.</li> </ul>	Before initiation (pre) and after completion (post) of each respective training session.
3.	<ul style="list-style-type: none"> <li>Conduct 3 weeks of soft skills training, 10-week digital skills training, and 3 weeks freelance training - <b>composition of virtual and within in-premises classroom learning</b>, in either two or all four target cities i.e. Islamabad, Quetta, Peshawar, and Karachi.</li> <li>Ensure the provision or availability of fully operative computer labs, equipment, and other training aids for trainees and instructors (<b>In the purview of on-going COVID 19 situation, the firm should have existing mechanism; or if not then establish a structure, to support or conduct virtual training – webinar or e-seminar</b>)</li> </ul>	1 <sup>st</sup> October 2020 to 31 <sup>st</sup> January 2021/10 <sup>th</sup> February 2021
4.	<ul style="list-style-type: none"> <li>Share updates weekly through email. It should include pictures, attendance sheets, and short video clips of class in progress.</li> </ul>	Weekly
5.	<ul style="list-style-type: none"> <li>Submit a monthly progress report based on template developed by Inspire Pakistan.</li> </ul>	Monthly
6.	<ul style="list-style-type: none"> <li>Facilitate monitoring visits</li> </ul>	Monthly
7.	<ul style="list-style-type: none"> <li>Ensure the provision of international and/or locally accredited training completion certificates.</li> <li>If situation allows, conduct certificate awarding ceremony</li> </ul>	18 <sup>th</sup> February 2021
8.	<ul style="list-style-type: none"> <li>Submission of the training completion report.</li> </ul>	28 <sup>th</sup> February 2021

## 7. BID SUBMISSIONS PROCEDURE

Firms having experience of conducting the aforementioned digital skills 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 (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
  - Brief Course Outline including objective, pre-requisite, teaching or learning methodology, and training outcomes
  - Details of available training facilities/premises including picture or link to videos
  - In the context of COVID 19, available structure or mechanism for conducting training virtually
- **Financial Proposal (30% weightage)**

**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 **27<sup>th</sup> August 2020**. The envelope should be addressed as:

**RFP: Digital Skills Training – DAFI Plus**

Mr. Fayaz Ahmad Bangash  
 Admin & Finance Assistant, Inspire Pakistan  
 House No 351, Street No. 72, Sector G-11/2, Islamabad

**Note:** Inquiries can be made via email ([fayaz@inspirepk.org](mailto:fayaz@inspirepk.org)) or call (051-2362583) to the abovementioned focal person.

**8. PAYMENT SCHEDULE**

<b>Installment #</b>	<b>Percentage of total payment released</b>	<b>Timeline</b>	<b>Pre-Requisite</b>
One	20%	1 <sup>st</sup> week of September 2020	After completion and receipt of deliverable 1 & 2.
Two	40%	3 <sup>rd</sup> week of December 2020	After completing fifty percent of training (content and timeline)
Three	40%	2 <sup>nd</sup> week of February 2021	after completing deliverable 3, 4, 5, 6 and 7 of the training submission of a final report

## **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 registration
- Ensure the provision of international certification for the courses.
- Minimum 5 - 8 years' experience of undertaking similar training assignments
- Preferably should have an outreach in all target areas Islamabad, Karachi, Peshawar, Quetta
- Should own or arrange have training facilities in respective cities
- Should have an experienced pool of trainers (Proven specialists of their respective fields) and staff
- Support structure to conduct virtual as well as in-person (physical classroom) training

## **Annexure A:**

### **Template and Components of the 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, types of training conducted as well as clients served, etc. relevant documents should be attached as annexures.

##### **2. Relevant Experience**

Using the format below, provide information on previous assignments 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.

##### **3. Rationale or Background**

Understanding of the Afghan refugee situation, how the positive role of educated Afghan youth can improve the overall situation, why and how digital skills training support youth and how can it be of great benefit to Afghan refugee youth. Please use a maximum of 1.5 pages.

##### **4. Understanding of the consultancy/work**

Your firm's understanding of this assignment. Please use a maximum of one page.

##### **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). Please also explain the proposed management arrangement i.e. focal person or coordinator, number of trainers, etc. Attach profiles and CVs of key persons and the trainers as annexures.

##### **7. Brief Course Outline**

Objective, pre-requisite, teaching or learning methodology, and training outcomes of each training session and course.

##### **8. Details of available training Facilities/premises**

How good is training facility equipped, how will COVID 19 affect training, arrangements related to mitigate risk or make facility compliant with COVID 19 SOPs, mechanism or structure to support or switch/shift medium of learning to a virtual classroom (share pictures and link to link to videos of

premises).

### **9. 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**

<b>Name of the Firm:</b>	
<b>Total Cost of Financial Proposal</b>	<b>Cost including all taxes (Pak Rupees)</b>
<b>Breakup of Cost</b>	<b>Per Trainee Cost inclusive of all taxes (Quote for a minimum batch of 20 trainees for each course at four target locations)</b>
Course 1: (Name)	
Course 2: (Name)	
Course 3: (Name)	
Course 4: (Name)	
Course 5: (Name)	
Course 6 : (Name)	
.....	



## Annexure C: Evaluation Grid

A	Essential Criteria (Check List)	If Yes then ✓ If No then X
I	Legal entity i.e. Firm / Company (copy of incorporation / registration certificate)	
II	National Tax Number (NTN) and General Sales Tax (GST)	
III	Provincial Sales Tax (PST) (if applicable) in the name of organization and provide a copy of registration	
B	Technical Proposal Evaluation Criteria	Marks
1	Overall experience and capacity to conduct training as well as digital skills trainings <ul style="list-style-type: none"> <li>• Up to 5 years: 10 points</li> <li>• Up to 8 years or more: 20 points</li> </ul>	20
2	Experience of Conducting Similar Trainings <ul style="list-style-type: none"> <li>• Up to 4 projects: 5 points</li> <li>• More than 5 projects: 10 points</li> </ul>	10
3	Content of the Training Course Curriculum <ul style="list-style-type: none"> <li>• Locally certified: 5 points</li> <li>• Internationally certified: 10 points</li> </ul>	20
4	Trainer Profile	20
5	Trainer experience of conducting similar trainings over the period. <ul style="list-style-type: none"> <li>• Up to 5 years 5 Marks</li> <li>• More than 5 years 10 Marks</li> </ul> (Trainer’s ability to communicate in Pushto or Dari language should be mentioned in his/her profile. It carries, 5 bonus marks for this.)	10
6	Trainer certification for each specific skill/trade/course <ul style="list-style-type: none"> <li>• Local certification 10 Marks</li> <li>• International certification 10 Marks</li> </ul>	20
7	Training Methodology	20
8	Original & Researched based international content & methodology for each proposed trade/course	10
9	Provision of globally/locally recognized training material to the participant for each proposed trade/course <ul style="list-style-type: none"> <li>• Guide Book or Training Manuals and digital Mechanism for post training action items: 5 Marks</li> <li>• Pre &amp; Post assessment template of the participants: 5 Marks</li> </ul>	10
10	Verification of Training Facilities for each proposed course (assessment for training facilities/space, access, space, security, other facilities )                     Satisfactory: 5 Marks According to international standards: 10 Marks	10
<b>Grand Total</b>		<b>150</b>
<b><i>The minimum qualifying technical score is 60</i></b>		