



TERMS OF REFERENCE (ToRs)
**CONSULTANCY –RECRUITMENT FIRMS FOR ARRANGING CAREER COUNSELLING
SESSIONS AND INTERNSHIP/PLACEMENTS FOR DAFI SCHOLARS**

Job Title:	Consultancy Hiring of Recruitment/ HR Firm for arranging Career Counselling sessions, and internship/placements
Category:	Capacity Building, Placement/ Internship
Duty Station:	Islamabad, Peshawar, Karachi, Quetta, Lahore
Type of Contract:	Service Contract
Duration of Assignment:	Six weeks
Deadline for Bid Submission:	2nd December 2024

1. BACKGROUND

Inspire Pakistan, a non-profit organization dedicated to improving the lives of marginalized communities in Pakistan, particularly refugees and women. Our organization works on a variety of programs focused on education, health, protection and livelihoods, all aimed at empowering individuals and promoting social inclusion. In collaboration with the United Nations High Commissioner for Refugees (UNHCR), DAFI (Albert Einstein German Academic Refugee Initiative) programme, a scholarship initiative funded by the German government, administrated by the United Nations High Commissioner for Refugees (UNHCR) and managed by Inspire Pakistan. Since 1992, the DAFI program provides higher education scholarships to refugee students, enabling them to pursue education in Pakistan. The program's goal is to empower refugees through access to higher education, leading to improved livelihoods, self-reliance, and opportunities to contribute to their communities. DAFI has been instrumental in supporting thousands of refugee students worldwide, including in Pakistan, where it partners with other organizations to implement its initiatives.

The DAFI (Albert Einstein German Academic Refugee Initiative) aims to bridge current and past DAFI scholars with valuable career counseling and practical job experience, empowering them with the skills needed for sustainable employment. This initiative provides scholars with critical career development support, focusing on structured counseling sessions and opportunities for internships and job placements. Through this, DAFI scholars are equipped with marketable skills and real-world professional experience, laying the foundation for stable career paths.

In this pilot phase, the DAFI initiative emphasizes enhancing both employability and professional readiness of current scholars and alumni. By offering targeted career counseling and facilitating job placements, the program helps scholars gain practical, transferable skills directly aligned with industry needs. The experience will prepare them for future career prospects and fostering sustainable reintegration opportunities upon voluntary repatriation to Afghanistan.

2. Objective of the Consultancy

The purpose of this consultancy is to engage a qualified recruitment firm to:

- Implement the pilot phase of a structured placement and internship program for DAFI scholars.
- Facilitate valuable professional experiences that bridge academic knowledge with practical workplace skills providing career counselling sessions.
- Establish and nurture relationships with employers across various sectors to provide internship and internship placement opportunities that align with the academic backgrounds and career aspirations of DAFI scholars.

3. PURPOSE AND SCOPE OF ASSIGNMENT

The purpose of the consultancy is to hire a potential HR recruitment firm to arrange six- eight weeks Internship placements opportunities for 50 DAFI Scholars. In alignment with the graduate’s and/or aspirant’s qualifications, the firm is expected to arrange 03 Career Counselling sessions, so that the DAFI scholars can get the experience of the given sector (respective to their studies) and enrich their professional and educational profiles.

Inspire Pakistan expects the HR firm to facilitate the whole internship placement process. The hired firm shall be placing scholars in reputable private sector companies for a specified internship period. The firm should ensure the training placements by connecting the DAFI Alumni/Graduates or scholars in Islamabad, Karachi, Quetta, Lahore and Peshawar 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. It will ensure timely coordination on pre and post-training/placements evaluation, data collection, reporting and gathering companies’/organizations’ feedback.

Internship/On-the-Job Training should comprise blended learning opportunities. The hired firm is expected to develop a concise learning plan training for the trainees. In this 6-week engagement, the trainees are expected to work within a professional office environment/setting and receive guidance, support and mentorship at the organization and from the firm. After the contract award, firm/s shall be asked to develop and submit plans/strategies to reflect the professional learning of the trainees.

- **Needs Assessment and Profiling:** Conduct a detailed assessment of each scholar’s skills, educational background, and career goals to identify specific counselling needs and suitable internship placement opportunities.
- **Employer Outreach and Engagement:** Identify potential host organizations across key industries and establish partnerships to secure relevant internship placements.
- **Placement Coordination:** Arrange and oversee placement assignments for scholars, ensuring alignment with individual development plans and program objectives.
- **Career Preparation Workshops:** Deliver sessions on career preparation, including resume building, interview skills, and workplace etiquette, tailored to the context of Afghan refugees’ needs.
- **Monitoring and Support:** Regularly monitor scholars’ progress, address any challenges, and provide ongoing support throughout their placements.
- **Impact Evaluation:** Evaluate the effectiveness of the placements, gathering insights on skills development, employer satisfaction, and readiness for employment upon program completion.

3.1. SUMMARY OF ACTIVITY SCHEDULE

Training Session	Duration
I) 3-day workshops respectively in Quetta, Islamabad and Peshawar.	3 Days – 3hrs per session
II) Placement Services	6 Weeks
III) Experience letters and Training completion certificates	On completion

4. TRAINEES

The trainees would ideally comprise 50 DAFI Scholars (Male: 35, Female: 15) who have completed or completing graduation, between the age 18-34, reside in Islamabad, Karachi, Quetta, Punjab and Peshawar.

5. EXPECTED DELIVERABLES/OUTPUTS – AFTER AWARDING THE CONTRACT

- Career Counselling Sessions: These sessions should be designed to equip Afghan DAFI scholars with essential skills for career development, including guidance on building a growth-oriented mindset, selecting suitable career paths, and mastering interview techniques. Additionally, they cover resume crafting, mock interviews, and networking strategies, along with tips for branding and leveraging technology effectively.
- CV Vetting services to DAFI scholars: Scholars will receive one-on-one support to refine their resumes. This will involve reviewing and tailoring their CVs to highlight relevant skills and experiences, thereby making them more appealing to potential employers.
- Placement of DAFI scholars: Placement of DAFI Scholars: This service focuses on connecting DAFI scholars with job opportunities. It involves skills assessments, job profiling, and connecting candidates with both local and international job markets, as well as freelancing platforms.

5.1. Engaging the DAFI Scholars

The HR firm will establish contact with the DAFI scholars. The interviews should be aimed at gauging the aptitude, geographical/field preferences, skill gaps, and professional training requirements of each DAFI scholar who will be considered for the training placement as an On-the-Job trainee.

Inception Report: A report summarizing findings from the initial needs assessment, profiling of scholars, and a proposed plan for placements.

Placement Plans: Detailed training and placement plans for each scholar, specifying partner organizations, intended skills to be developed, and expected outcomes.

Progress Reports: Tracking the status of placements, feedback from scholars and host organizations, and any challenges or adjustments.

Final Evaluation Report: A comprehensive report analyzing training outcomes, scholar feedback, employer insights, and recommendations for scaling the program in future phases.

5.2. Company/Organization Mapping

The HR firm will map the prospective companies/organizations for the internship 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 prioritized 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.

5.3. Coordinating the Interviews and Placement

The HR firm connects the DAFI scholars with the companies/organizations through continuous coordination. If a DAFI scholar is not engaged as a trainee by one company/organization, the firm shall be prepared to schedule an interview with another company/organization.

5.4. Placements, Monitoring and Response Management

The HR firm will maintain continuous contact with the companies/organizations and the placed DAFI scholars throughout internship. The HR firm will collect, document, and report feedback from the company/organization and 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 internship from the side of the company/organization and the trainee as the first point of contact.

6. Duration of Consultancy

This pilot phase consultancy will span 6 weeks from the start date.

7. Budget and Payment Terms

The budget allocated for this consultancy will be with the following payment schedule:

- 40% upon completion of the inception report/plan
- 40% after successful completion of the counselling sessions and relevant reporting.
- 20% upon completion of placements and final report.

8. Firm Qualifications

The recruitment firm should possess:

- Demonstrated experience in recruitment, career counseling, and placements within Pakistan, particularly for refugee and student populations.
- Established networks with diverse industry partners capable of offering relevant placements.
- Proven capacity to deliver workshops and individual coaching on skills development and job preparation.
- Expertise in monitoring and reporting on program outcomes, including qualitative and quantitative analysis of skills development and job readiness.

9. Reporting and Oversight

The recruitment firm will report to the DAFI Program Manager and participate in regular check-in meetings. Deliverables must be submitted as per the agreed timelines, with updates on progress and any issues encountered to ensure alignment with program objectives.

10. Application Requirements

Interested firms are invited to submit:

- A detailed technical proposal outlining their approach, timeline, and methodology specific to this pilot phase.
- References and examples of similar work, especially in refugee support or career counseling programs.

11. BID SUBMISSIONS PROCEDURE

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

- Organizational profile
- Brief methodology
- Financial proposal

Mr. Fayaz Ahmed Bangash (**RFQ: INTERNSHIP PLACEMENT– DAFI**)
Admin Officer

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Note: Inquiries can be made via email (fayaz@inspirepk.org) or call (051-6142141) to the abovementioned focal person.

12. REQUIRED EXPERTISE AND QUALIFICATION

- Should be a 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
- Minimum 5 - 8 years' experience of undertaking training assignments and placements
- Have good outreach across Pakistan
- Are connected to/have a network of companies/organizations willing to participate in On-the-Job Training programs.
- The evaluation of HR firms will be based on a weighted criteria, with 60% allocated to technical expertise and 40% to financial proposals.

