

Government of Sindh



SPORTS & YOUTH AFFAIRS DEPARTMENT

EXPRESSION OF INTEREST DOCUMENTS (EOI)

Invitation of Expression of Interest for Hiring Consultant / Collaborative Partner

for ADP 2014-15 Scheme
"INDUSTRIAL INSTITUTE LINKAGES AND SKILLED YOUTH JOB FAIR"

INVITATION OF EXPRESSION OF INTEREST

Sports & Youth Affairs department, Government of Sindh intends to initiate a pilot project aimed at creating a nexus between industry and academia for benefiting the youth in the province of Sindh. The aim is to provide a platform for opportunities to the Youth to connect with potential employers. The project is to be named "Industrial Institute Linkages and Skilled Youth Job Fair".

Expressions of Interest are therefore, invited from reputed non-profit organizations duly registered with Joint Stock of companies under the societies registration Act XXI of 1860 and having experience in implementation of youth centered projects in collaboration with Government.

Interested Organizations are requested to send their Organizational profiles with EOI documents to the Sports & Youth Affairs department, Government of Sindh, Barrack No. 93, Sindh Secretariat No. 4-B, Karachi. The EOI documents can be obtained from the above said office by payment of EOI fee from Friday 17th April 2015 to 11:00 am Tuesday 5th May, 2015.

Last date for submission of "Expression of Interest" documents in sealed envelope will be Tuesday 5th May, 2015 till 11:00 am. The proposals will be opened on the same day at 12:00 noon in front of bidders or their representatives present at office of the Sports & Youth Affairs department, Government of Sindh, Barrack No. 93, Sindh Secretariat No. 4-B, Karachi.

The Procuring Agency / Competent Authority of Sports & Youth Affairs department reserve the right to reject all / or any EOI application without assigning any reason thereon under SPPRA Rules-2010.

SECTION OFFICER (DEV)
For Secretary to Government of Sindh

Sports & Youth Affairs department
Barrack No. 93, Sindh Secretariat No. 4-B, Karachi.
Phone: 021-99203009
Fax: 021-99203010

**OBJECTIVE OF THE ASSIGNMENT AND INDICATIVE SCOPE OF SERVICES
AND TERMS OF REFERENCE FOR CONSULTANT**

3.1 Objectives of the Consultancy Assignment

The S&YAD is interested in contracting services of a Consultant / Collaborative Partner having extensive experience in implementation of Youth Centered Projects in Collaboration with Government Agencies. Interested Consultancy firms having vast experience in similar assignments, experiences relevant staff and financially sound are deemed fit to effectively control and supervise every aspect of the required services. The S&YAD seeks the following goals through procuring the subject consulting services:

- To ensure that high quality planning, designing, implementation and management is achieved and to ensure that all services are carried out in full compliance with the high quality standards and completed within the stipulated time period.
- To demonstrate the efficacy of consulting services by independents external agencies experienced in this field of work.
- Gain an experienced team of experts to implement and execute the project effectively and in-line with the guidelines of the S&YAD
- Keep the project on schedule, reduce technical risks and prevent programmatic errors through continuous management.
- Comply with the relevant regulations, quality standards and guidelines.

3.2 Scope of Assignment

The firm will provide extensive services spanning all aspects of Consultancy/Collaborative partner Services for Preparing PC-1, project Work plan, project budgets and TORs of required human resource. The brief scope of the consultancy assignment includes the following:

The project will be implemented within Province of Sindh. For this purpose 12 educational institutes will be selected in Sindh Province. It is anticipated that 6 public sector institutes (3 graduate and 3 under graduate), and 6 private sector institutes (3 graduate and 3 under graduate) will be selected from Sindh Province. A combined group of 3,000 from these institutes (250 per educational institute) will be provided training through this program as to promote Entrepreneurship as a Career to Youth

of Sindh. A total of 3,000 young people will directly benefit from the project and approximately 50,000 young people will indirectly benefit from the project.

Special emphasis will be paid on selecting educational institutes within underprivileged areas of the Sindh Province. The project will not impact youth of Sindh Province but will focus on engaging youth from other provinces through its outreach efforts. Outreach efforts will include providing guidance through an online web portal, inviting youth to project workshops and sharing resource material developed under the project.

TimeLine of the project estimated: from May 2015 to June 2017

3.3 TERMS OF REFERENCE FOR CONSULTANT / COLLABORATIVE PARTNER

The Consultant / Collaborative partner will be responsible to implement the project as per approved PC-1 and designed capacity & output / deliverables of the proposed project as:

- The project will directly benefit approximately 3,000 young people in province of Sindh. Around 50,000 indirect beneficiaries will gain guidance and support also from the project.
- Development of a project model for educational institutes.
- Creating Linkages between industry and academia:
- Guest speakers from industry.
- Professional practitioners moonlighting apart-time teachers.
- To share the experience and expertise between institutions and industry for mutual benefit.
- Facilitating on Campus hiring.
- Facilitating internship Programs.
- Youth and faculty visits to industry.
- Development of Career Opportunities and Capacity Building resources for young people which will be accessed not only provincially but nationally. This will include:
 - An online web portal that will provide awareness to young people on career development and connect them to potential resources and employers.
 - Development of newsletters on project activities.
 - Organizing awareness sessions for youth on career development.

SHORT LISTING / QUALIFICATION / EVALUATION CRITERIA

Method for Selection Consultant / Collaborative Partner: Quality Based Selection Method

Mandatory Provisions / Eligibility

Firms / Consultants must possess

- (i) Valid registration of Joint Stock of companies under the societies registration Act XXI of 1860 (Attach valid certificate);
- (ii) Registration certificate from income tax authority (NTN) (Attach NTN Certificate);

(A) COMPANY PROFILE 20 MARKS

- i. Name, Address, Telephone, Fax Numbers and e-mail address of firm;
- ii. Ownership and Organization Structure of the firm.....20

(B) EXPERIENCE AND PAST PERFORMANCE 60 MARKS

- i. List of Similar assignments with cost, undertaken by the firm or its employees / associates in the last 10 years;
(10 Marks for each assignment; Attach supporting documents)40
- ii. List of assignments executed in similar geographical condition;
(5 marks for each assignment; Attach supporting documents)20

(C) ACADEMIC QUALIFICATION & EXPERIENCE OF PERSONAL 40 MARKS

I. HEAD OFFICE PROFESSIONAL STAFFING

20-Points

- i. Team Leader
MBA in Management with additional qualification in Computer Science
Total Exp: 10 Years with 4 Years Of relevant experience

- ii. Program Manager / Program Advisor 20-Points
Master Degree in Education and Social Development
Total Exp: 15 Years, with 10 years of relevant experience

(D) TECHNICAL PROPOSAL 40 MARKS

- a) Technical Approach and Methodology 20-Points
b) Work Plan, and 10-Points
c) Organization and Staffing 10-Points

(E) FINANCIAL CAPABILITY 20 MARKS

1. Average annual Consultancy Turnover of last 05-Years 15-Points
I. Above Rs.50.00 Million 15-Points
II. Between Rs.15.00 Million to Rs.50.00 Million 10-Points
III. Between Rs.5.00 to 15.00 Million 10-Points
IV. Below Rs.5.00 Million 10-points
(Attach Bank Statement)
2. NTN Certificate 05-Points

Total: 180 Marks

Overall Minimum score required to be short-listed 125 Marks
(50% marks in each major category is mandatory to qualify)

INFORMATION FROM CONSULTANTS ON STANDARD FORMS

Application Submission form
(The covering letter is to be submitted by the prospective consultant / Collaborative partner responsible for a joint venture, on appropriate company letterhead)

Dated: _____

Section Officer (Development),
Sports & Youth Affairs Department,
Government of Sindh,
Karachi.

Subject: Application for hiring Consultants/Collaborative Partner" for ADP 2014-15 SCHEME "INDUSTRIAL INSTITUTE LINKAGES AND SKILLED YOUTH JOB FAIR" under control of S&YAD

Dear Sir.

I..... the undersigned, being duly authorized to represent and act on behalf of applies to be short listed for the project cited above and enclose one (1) original (together with -----copies) of documents and declare the following:

- (a) I have examined and have no reservations to the Expression of Interest (EOI) Documents;
- (b) I undersigned that Sports & Youth Affairs Department (S&YAD) may cancel the entire process of short listing process at any time and that S&YAD is not bound either to accept any application that it may receive or to invite the short listed applicants to submit proposal for the subject project, without incurring any liability to the Applicants, as per SPPRA Rules 2010.
- (c) Proposal by the short listed applicants will be subject to verification of all information submitted for qualification at the time of proposal submission;
- (d) S&YAD reserves the right to amend the scope and value of any contract under this project; in such event proposals will only be called from short listed applicants who meet the revised requirements;

2. The Project Agency and its authorized representative(s) may contact the following person(s) for further information, if needed;

Person to be contacted

Telephone:

3. S&YAD shall not be liable to reimburse any cost whatsoever directly or indirectly incurred by us in submission of this EOI application.

4. The undersigned declares that the statement and the information provided are complete, true, and correct in every detail.

Signature:
Name:
Designation:
For and on behalf of (Name of Applicant Firm)
Seal:

COMPANY PROFILE

Dated:
Assignment:

All individual firms and each partner of a joint venture applying for short listing are requested to complete the information in this form. Nationality information is also to be provided for foreign owners or applicants who are forming part of the Joint Ventures as required under rules.

1.	Name of Firm: (In case of Joint Venture (JV), legal name of each partner)	
2.	Nature of Business: (Whether the firm is a Corporation, etc.) (In case of Consortium; whether the lead Consortium member is a Corporation, etc)	
3.	Head Office Address:	
4.	Telephone: Fax Number: E-mail address:	
5.	Place of incorporation/Registration:	
6.	Applicant's authorized representative: Telephone: Fax Number: E-mail address:	
7.	<u>NATIONALITY OF OWNERS.</u>	
	Name:	Country:

Note: Attach Supporting Documents

(b) LIST OF ASSIGNMENTS EXECUTED IN SIMILAR GEOGRAPHICAL CONDITIONS

Sr. No	1	2	3	4	5
Name of Consultancy Assignment:					
Location:					
Name of procuring agency with address, Tele, Fax.					
Nature of assignment and special features relevant to the consultancy for which applied					
Consultant Role (Mention: Sole, Sub Consultant or Partner n a Joint Venture).					
Total Value of the Consultancy Contract in Pak/Rs:					
Date of award:					
Date of Completion:					

Note: Attach Supporting Documents

TECHNICAL PROPOSAL
**DESCRIPTION OF APPROACH, METHODOLOGY AND
WORK PLAN FOR PERFORMING THE ASSIGNMENT**

[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal (20 pages maximum, inclusive of charts and diagrams) divided into the following three chapters:

- a) Technical Approach and Methodology,
- b) Work Plan, and
- c) Organization and Staffing

a) Technical Approach and Methodology

In this chapter the Consultant / Collaborative Partner should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. Consultant / Collaborative Partner should highlight the problems being addressed and their importance, and explain the technical approach that would adopt to address them. Consultant / Collaborative Partner should also explain the methodologies that should propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b) Work Plan

In this chapter Consultant / Collaborative Partner should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the PA), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here.

c) Organization and Staffing

In this chapter Consultant / Collaborative Partner should propose the structure and composition of proposed team. Consultant / Collaborative Partner should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.