



# Youth Affairs Department Government of Sindh

## Expression of Interest for Course Designing

Youth Affairs Department, Government of Sindh in collaboration and partnership with the Habib University Foundation (H.U.F.) and with technical support from British Council is implementing INSPYRE- Inspiring Pakistani Youth to Reach to Excellence through Counseling and Training in Sindh. INSPYRE is an innovative youth development program that aims at facilitating youth for their career development and personal growth by enhancing their technical skills for various vocations in service sector.

### What services are required?

INSPYRE is in the process of designing new courses and looking for organizations/individuals that could facilitate INSPYRE in the designing and execution of the following

1. Researching the skill set demanded from an office assistant in Pakistani Context
2. Designing a proper certificate course along with course material, presentation and videos to engage youth in enhancing their knowledge and skills
3. Orienting the faculty for the execution of the course
4. Supporting INSPYRE in executing the course

### What needs to be submitted?

Interested organizations or individuals may submit EOI with the following details and portfolio.

- A letter expressing the interest for working with INSPYRE
- A small proposal describing how will you undertake the above mentioned work, what will be the timelines and what will be the charges of your service (approximate)

- Individual/Company profile highlighting the strengths for undertaking the assignment and examples of relevant work done.

**Deadline:**

The last date of EOI submission is 31<sup>st</sup> May 2012.

**All applications/EOIs must be sent to:**

**INSPYRE Course Designing**  
Mr. Khurshid Ali Sheikh  
Director Youth Affairs Department  
Government of Sindh  
Project Director iLEAD  
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