



GOVERNMENT OF SINDH  
DIRECTORATE OF WOMEN DEVELOPMENT  
33-C, BLOCK-6, PECHS, KARACHI

## TENDER FORM

An ADP (Annual Development Project) project namely "Advocacy for Women Empowerment in Sindh", Directorate of Women Development, Women Development Department Government of Sindh, intends to carry out **Training of Master Trainers and Trainings of Trainees** in all districts of Sindh in order to launch a wide range of **Advocacy campaign** and awareness among the masses specially women.

Sealed Tenders are invited from the institutions/ organizations/ individuals / NGOs of reputable background with a vast experience in relevant field, capable to conduct above said trainings and hold seminars too.

Interested parties who fulfill the criteria under SPPRA Rules 2010 may apply by submitting their proposals separately i.e. Technical and Financial. The Technical bids will be opened on 7<sup>th</sup> May 2014 at 2:00 PM whereas Financial Proposal of success full bidders will be opened after through scrutiny of the technical bids on 14-05-2014 at 12:00 PM.

Financial proposals of unsuccessful parties will be returned on the same date. Interested parties may apply on the basis of following requirements:

### PREPARATION OF TRAINING MODULES

#### TITLE

#### i. LEGAL EMPOWERMENT

This module will be developed keeping in view a level of two types of trainees a Master Trainers (LLB and LLM).b. Trainees( members of judiciary, lawyers, officials of district govt. NGOs working in particular field etc).

#### TOPICS TO BE COVERED

- Present situation of women in country, province and districts.
- National and International Commitments.
- UN conventions on CEDAW, CRC, industries relations, Labour policies, Bonded Labour and its practices in Pakistan.
- Registration of women victims, procedure of launching FIR.
- Councillings of women victims.
- Awareness about under process and passed Ordinances and Bills.
- Situation analysis.

#### ii. ECONOMIC EMPOWERMENT

This module will be developed keeping in view level of two types of trainees.

- a. Master Trainers (Graduates from women councilors, NGOs and Women Entrepreneurs etc).
- b. Trainees (women councilors, skilled women, entrepreneur women, NGOs and officials of district govt.

### iii. TERMS OF REFERENCE FOR MODULE DEVELOPMENT

The institute / NGO/ Person/ Organization should be:

- Registered, having their own set up and net working in all over Sindh for providing training to women through Master Trainers.
- Having sufficient Knowledge and experience in the field of poverty eradication.
- Fully aware about Training Need Assessment (TNA).
- Having up to date statistics of Women Socio-economic status in Sindh Province.
- Having vast experience of field work in Module within a month covering all above relevant topics in detail.
- Having good writing skill for preparation of report.

a. Training of Master Trainer of legal Empowerment and Economic Empowerment.  
(6/6 days)

The Training Institute / NGO / Person / Organizations will have to arrange 06(six days) training sessions for (TOT) comprising upon 25 participants in each training.

b. Follow-up Training of Master Trainers of legal Empowerment and Economic Empowerment. (3/3 days).

#### Terms of Reference for TOT and Follow-up Training

The Training Institute / NGO / Person/ Organization should:

- Provide boarding / lodging facilities for outstation participants.
- Provide working lunch and tea (2) to the participants.
- Provide stationary and other training material to the participants.
- Arrange easily accessible venue for training.
- Having a previous experience of conducting trainings and trainings of TOT in districts.
- Ensure availability of panel of resource persons in the field of legal empowerment and economic empowerment especially focus upon poverty eradication.
- Successful bidder will arrange seminars/ certificate distribution ceremony etc.

#### TRAINING METHODOLOGY

##### Training methodology for total 62 trainings, 2 trainings in each district and 1 training in each town of four days for 25 to 30 participants.

The Training Institute / NGOs / Organization will arrange 04 days 02 trainings in each district and 1 each in 18 towns for 25-30 participants.

##### Terms of Reference for Trainings

The Training institute /NGO/Person/Organizations should:

- Provide boarding /lodging facilities for outstations participants.
- Provide working lunch and tea (2) to the participants.
- Provide stationery and other training material to the participants.
- Arrange easily accessible venue for training.
- Having a previous experience of conducting trainings and trainings of TOT in districts.

- Ensure availability of panel of resource person in the field of legal empowerment and economic empowerment especially focuses upon poverty eradication.
- Having strong net working with NGOs in the districts / towns in all over Sindh.
- Having good writing skills for preparation of report.
- Successful bidder will arrange seminars / certificate distribution ceremony etc.

### **Other Responsibilities**

The Training should be provided according to approved module and continuous monitoring of the training, carry out distribution of training material for theory and practical, hold inaugural ceremony, training and the certificate distribution ceremonies in each district/ town.

The Assignment will be awarded to the best meritorious Organization / Firms/ Institution which are registered and have ability to provide training required number of women at the given task through engaging services of local partners and stake holders. The complete proposals/offers in details carrying physical and financial proposals in terms of per training cost along with list of training staff, Resource Person and infrastructure availing in each district / Town should reach the undersigned not later than 7<sup>th</sup> May 2014.

### **TERMS/ CONDITIONS**

1. Tender form can be obtained from the office of the Directorate following the day of publication of this notice on written request to the Director and on payment of non refundable tender form for RS. 1000/- (in cash) on any working day between 10:00 am to 4:00pm from 18-04-2014 to 07-05-2014.
2. The Supplier shall pay all such expenses, costs, charges, taxes, duties, and / levies as may be payable for completing the requires work.
3. The rates offered should be valid for 60 days from the date of opening the tender.
4. Sealed tenders along with 2 ½ % bid money in the shape of pay order/ demand draft from any scheduled bank in favor of Directorate of Women Development Department Sindh should be enclosed with the tender.
5. The pay order of bid Security of first, second and third bidders will not be returned till finalization of the case.
6. Conditional tenders will not be accepted.
7. Tender will be received on 07<sup>th</sup> May, 2014 at 12:00 noon and Technical Tender will be opened on the same day at 01:00pm by the TENDER OPENNG COMMITTEE in his office as mentioned below in the presence of bidders or their authorized representative who care to be present. In case the opening date is declared as a public holiday by the Govt: the next official working day shall be deemed to be the date for submission and opening of tenders at the same time.

8. Tenders can be seen on SPPRA's Website [www.pprasindh.govt.pk](http://www.pprasindh.govt.pk) and Website of Women Development Department [www.sindh.gov.pk](http://www.sindh.gov.pk).
9. The procuring agency may reject all bids proposals, at any time prior to the acceptance of a bid or proposal subject to the relevant provision of Sindh PPRA rules. The procuring agency shall upon request, communicate to any supplier or contractor, who submitted a bid or proposal, the grounds for its rejection of all bids or proposals, but is not required to justify those grounds.
10. Any dispute or difference relating to this contract shall be settled by a sole arbitrator to be mutually nominated, in accordance with the provisions of the Arbitration Act.1940 and any modification or re-enactment thereof. The arbitration shall be conducted at Karachi.
11. The bid Security shall be released to the unsuccessful bidder once the contract has been signed with the successful bidder or the validity period has expired.

**ADDRESS**

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**DIRECTOR**  
**DIRECTORATE OF WOMEN DEVELOPMENT**