



Government of Sindh  
Universities & Boards, Sindh  
**Benazir Bhutto Shaheed**



Human Resource, Research & Development Board,

No. Proc/BBSHRDB/ 1-1/2017-18 /15410  
Karachi, dated: 11<sup>th</sup> January, 2018.

To

The Director  
Sindh Public Procurement Regulatory Authority  
Barrack-8, Secretariat 4A  
Court Road, Karachi.

**Subject: HOISTING OF RFP OF TNA .  
(NIT, REF.NO. INF/KRY NO.171/18, JANG & KAWISH-11-01-18)**

I am directed to refer to the subject noted above and enclosed RFP along with following documents for hoisting on SPPRA website as required under SPP Rules 2010:

- 1) RFP Advertisement along with published copy of Newspaper.
- 2) Proposal Documents (**soft copies-CD enclosed**).
- 3) Copy of Notification of Consultant Selection Committee.
- 4) Copy of Complaint Redressal Committee.
- 5) Copy of Annual Procurement Plan.

**Tariq Ali**  
**Deputy Director (Proc)**  
**BBSHRDB.**

**A copy for information to:**

1. The P.S. to. Chairman-BBSHRDB, Karachi
2. The P.S. to. Secretary-BBSHRDB, Karachi.
3. The Directors-BBSHRDB, Karachi.

SPPRA INWARD DIARY  
NO : 4532  
DATED : 12-01-18

**Benazir Bhutto Shaheed Human Resource Research & Development Board**

5<sup>th</sup> Floor, State Life Building No.3, Dr. Ziauddin Ahmed Road, Karachi.

Telephone: 021-99201005-7 Fax: 021-99201004, www.bbsydpindh.gov.pk



## REQUEST FOR PROPOSALS FOR CONSULTANCY SERVICES- TRAINING NEEDS ASSESSMENT OF UNEMPLOYED YOUTH IN SINDH AND FUTURE CAREER NEEDS FOR TRAINING PROGRAM – BBSHRRDB

Benazir Bhutto Shaheed Human Resource Research and Development Board [BBSHRRDB] has been established to undertake research for development of human resource, and to provide the range of short & long-term courses/skill training, through private and public-sector training institutes contracted by Youth Development Program [BBSYDP].

BBSHRRDB invites sealed proposals in accordance with **(Quality and Cost Based Selection Method)** Rule 72 (3) of the Sindh Public Procurement Rules, 2010(amended 2013) from well reputed, competent and experienced consulting firms registered and operating under regulation of Government of Pakistan, registered with Sindh Revenue Board and income tax department (where applicable) to conduct training needs assessment of unemployed youth in Sindh and future career needs for training program – BBSHRRDB, in province of Sindh.

Interested consulting firms may obtain RFP document having detailed terms and conditions and eligibility criteria, from the address below w.e.f the date of publication of this notice up to Wednesday January 31,2018, on payment of document fee Rs.1000/- (Non-refundable) in the shape of Bank Draft/ Pay Order in favor of Secretary -BBSHRRDB, Government of Sindh, on any working day during office hours. Alternatively, the documents may also be downloaded from the website [www.bbsydpsindh.gov.pk](http://www.bbsydpsindh.gov.pk) or [www.pprasindh.gov.pk](http://www.pprasindh.gov.pk). The firms downloading the documents from the website must submit document fee as mentioned above at the time of submission of the proposals.

Proposals complete in all respect must be submitted by 01 February 2018 till 11:00 a.m at the address given below. Consulting firms are required to submit technical and financial proposals in two separate envelopes and be put into properly sealed & labelled single outer envelope. 2% of the bid security in the shape of Pay Order in favor of Secretary-BBSHRRDB (original must be kept with financial proposal and 01 photocopy (amount concealed) with technical Proposal). The technical proposals will be opened on same day i-e on 01 February 2018 at 11:30 am by the Consultant Selection Committee-BBSHRRDB in presence of the consultants or their representatives. (In case of holiday or circumstances beyond control, the same schedule will be observed on next working day).

(Proposals received incomplete/conditional/ telegraphic / not on standard forms/ received after specified date and time and from black listed firms shall stand rejected)

The Procuring Agency may reject all or any proposal subject to the relevant provisions of SPP Rules 2010(amended 2013) and may cancel the bidding process at any time prior to acceptance of bid or proposal as per Rule-25 (1) of the said rules.

### Procurement Section

**Benazir Bhutto Shaheed Human Resource Research and Development Board  
Government of Sindh**

5<sup>th</sup> Floor State Life Building No.3, Dr.Zia-ud-Din Ahmed Road, Karachi, Pakistan  
Tel: + 92(21) 99201005-7 Fax: + 92(21) 99201004 Email: [info@bbsydpsindh.gov.pk](mailto:info@bbsydpsindh.gov.pk)  
Website: [www.bbsydpsindh.gov.pk](http://www.bbsydpsindh.gov.pk)



**ڪمپيوٽر سائنس ۽ ٽيڪنالاجي ۾ بي ايس ايس ايڇ آر آر ڊي**  
**ٽريپيٽي پروگرام (بي ايس ايس واه ڊي پي) تحت معاهدو ٿيل نجيا ۽**  
**سرڪاري شعبي جي تربيتي ادارن ذريعي مختصر ۽ ڊگهي مدي واري ڪورسز/اسڪل**  
**ٽريننگ جون وسيع خدمتون فراهم ڪري رهيو آهي.**

بي ايس ايس ايڇ آر آر ڊي پي کي سنڌ پبلڪ پروڪيورمينٽ رولز 2010 (ترميم ٿيل 2013) جي رول (3)72 تحت (ڪوالٽي اينڊ ڪاسٽ بيسڊ سليڪشن ميٿڊ) مطابق مستحڪم ساڪر ڪندڙ مهارت رکندڙ ۽ تجربڪار ڪنسلٽنگ فرمون جيڪي حڪومت پاڪستان جي ضابطن تحت رجسٽرڊ ۽ مصروف عمل هجن، سنڌ روينيو بورڊ ۽ انڪم ٽيڪس ڊپارٽمينٽ (جتي لاڳو ٿيندو هجي) وٽ رجسٽرڊ هجن کان صوبي سنڌ ۾ بي ايس ايس ايڇ آر آر ڊي پي جي تربيتي پروگرام لاءِ سنڌ ۾ بيروزگار نوجوانن جي تربيتي ضرورتن جو جائزو وٺڻ ۽ مستقل جي پيش روايت ضرورتن جو تعين ڪرڻ جي سلسلي ۾ مهربند آڇون گهريل آهن.

دلچسپي رکندڙ مشاورتي فرمون تفصيلي شرطن ۽ ضابطن ۽ اهليت جي معيار تي مشتمل آر آيف پي دستاويز هيٺ ڏنل ائڊريس تي هن نوٽيس جي اشاعت جي تاريخ کان اڻهه ڏينهن 31 جنوري، 2018 تائين دستاويزن جي في 1000 رپين جي ادائگي (ناقابل واپسي) بصورت بينڪ ڊرافٽ/بي آر ڊر نالي سيڪريٽري بي ايس ايس ايڇ آر آر ڊي پي، حڪومت سنڌ ڪرڻ تي ڪنهن به ڪم واري ڏينهن وقتن دوران حاصل ڪري سگهجن ٿا. متبادل طور دستاويزن کي ويب سائٽ [www.bbsydpindh.gov.pk](http://www.bbsydpindh.gov.pk) يا [www.pprasindh.gov.pk](http://www.pprasindh.gov.pk) تان ڏانهن لوڊ ڪري سگهجي ٿو. ويب سائٽ تان دستاويز ڏانهن لوڊ ڪرڻ واريون ڪمپنيون لازمي طور تي ٽينڊر دستاويزن فيس جيئن مٿي ڏنل آهي آڇن جمع ڪرائڻ وقت فراهم ڪري ڇڏيو.

هر طرح سان مڪمل آڇون لازمي طور تي پهرين فيبروري 2018 تي صبح 11:00 وڳي تائين هيٺ ڏنل ايڊريس تي جمع ڪرايون وڃن. مشاورتي فرمن لاءِ اهو ضروري آهي ته هو ٽيڪنيڪي ۽ مالياتي آڇون بن الڳ الڳ لفافن ۾ جمع ڪرائڻ جيڪي ٻاهرئين طور تي باقاعده هڪ مهينن ۽ عنوان ٿيل لفافي ۾ رکيل هجن. ٻه سيڪڙو سوڻي رقم بصورت پي آر ڊر نالي سيڪريٽري بي ايس ايس ايڇ آر آر ڊي پي کي گڏ هجي (اصل لازمي طور تي مالياتي آڇ سان گڏ رکيو وڃي ۽ هڪ عدد فوٽو ڪاپي (رقم پوشيده رکي) ٽيڪنيڪي تجويزن سان گڏ لڳايو وڃي) ٽيڪنيڪي آڇن کي ساڳئي ڏينهن يعني پهرين فيبروري 2018 تي صبح 11:30 وڳي بذرعي ڪنسلٽنٽ سليڪشن ڪميٽي، بي ايس ايس ايڇ آر آر ڊي پي ڪنسلٽنٽس يا سندن نمائندن جي موجودگيءَ ۾ کوليو ويندو. (ڪنهن موڪل يا حالت ڪنٽرول کان ٻاهر ٿيڻ جي صورت ۾ اهو ئي شيڊيول وونڊڙ ڪم واري ڏينهن ٿيندو.) (نامڪمل/مشروط/ٽيلگرافڪ/اسٽينڊرڊ فارم تي نه ٿيڻ جي صورت ۾/مقرر تاريخ ۽ وقت کانپوءِ وصول يا بليڪ لسٽيڊ فرمن طرفان ڏنل آڇون رد ڪيون وينديون.)

پروڪيورنگ ايجنسي ايس پي پي رولز 2010 (ترميم ٿيل 2013) جي لاڳاپيل شقن تحت ڪنهن به يا سمورين آڇن کي رد ۽ مذڪوره قانونن جي رول (1) 25(1) مطابق ڪنهن آڇ يا تجويز جي منظوري کان پهرين ڪنهن به وقت بڊنگ جو عمل منسوخ ڪري سگهجي ٿي.

**پروڪيورمينٽ سيڪشن**

بينظير ڀٽو شهيد هيومن ريسورس ريسرچ اينڊ ڊولپمينٽ بورڊ  
**حڪومت سنڌ**  
 پنجين منزل اسٽيٽ لائف بلڊنگ نمبر 3، ڊاڪٽر ضياءُ الدين احمد روڊ، ڪراچي، پاڪستان  
 ٽيليفون: 99201005-7 (21) 99201004 +92 (21) فیکس: 99201004 +92 (21)  
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 ويب سائٽ: [www.bbsydpindh.gov.pk](http://www.bbsydpindh.gov.pk)  
 INF/KRY/17/18

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**سرڪاري شعبي جي تربيتي ادارن ذريعي مختصر ۽ ڊگهي مدي واري ڪورسز**  
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بي ايس ايس ايڇ آر آر ڊي پي کي سنڌ پبلڪ پروڪيورمينٽ رولز 2010 (ترميم ٿيل 2013) جي رول (3)72 تحت (ڪوالٽي اينڊ ڪاسٽ بيسڊ سليڪشن ميٿڊ) مطابق مستحڪم ساڪر ڪندڙ مهارت رکندڙ ۽ تجربڪار ڪنسلٽنگ فرمون جيڪي حڪومت پاڪستان جي ضابطن تحت رجسٽرڊ ۽ مصروف عمل هجن، سنڌ روينيو بورڊ ۽ انڪم ٽيڪس ڊپارٽمينٽ (جتي لاڳو ٿيندو هجي) وٽ رجسٽرڊ هجن کان صوبي سنڌ ۾ بي ايس ايس ايڇ آر آر ڊي پي جي تربيتي پروگرام لاءِ سنڌ ۾ بيروزگار نوجوانن جي تربيتي ضرورتن جو جائزو وٺڻ ۽ مستقل جي پيش روايت ضرورتن جو تعين ڪرڻ جي سلسلي ۾ مهربند آڇون گهريل آهن.

دلچسپي رکندڙ مشاورتي فرمون تفصيلي شرطن ۽ ضابطن ۽ اهليت جي معيار تي مشتمل آر آيف پي دستاويز هيٺ ڏنل ائڊريس تي هن نوٽيس جي اشاعت جي تاريخ کان اڻهه ڏينهن 31 جنوري، 2018 تائين دستاويزن جي في 1000 رپين جي ادائگي (ناقابل واپسي) بصورت بينڪ ڊرافٽ/بي آر ڊر نالي سيڪريٽري بي ايس ايس ايڇ آر آر ڊي پي، حڪومت سنڌ ڪرڻ تي ڪنهن به ڪم واري ڏينهن وقتن دوران حاصل ڪري سگهجن ٿا. متبادل طور دستاويزن کي ويب سائٽ [www.bbsydpindh.gov.pk](http://www.bbsydpindh.gov.pk) يا [www.pprasindh.gov.pk](http://www.pprasindh.gov.pk) تان ڏانهن لوڊ ڪري سگهجي ٿو. ويب سائٽ تان دستاويز ڏانهن لوڊ ڪرڻ واريون ڪمپنيون لازمي طور تي ٽينڊر دستاويزن فيس جيئن مٿي ڏنل آهي آڇن جمع ڪرائڻ وقت فراهم ڪري ڇڏيو.

هر طرح سان مڪمل آڇون لازمي طور تي پهرين فيبروري 2018 تي صبح 11:00 وڳي تائين هيٺ ڏنل ايڊريس تي جمع ڪرايون وڃن. مشاورتي فرمن لاءِ اهو ضروري آهي ته هو ٽيڪنيڪي ۽ مالياتي آڇون بن الڳ الڳ لفافن ۾ جمع ڪرائڻ جيڪي ٻاهرئين طور تي باقاعده هڪ مهينن ۽ عنوان ٿيل لفافي ۾ رکيل هجن. ٻه سيڪڙو سوڻي رقم بصورت پي آر ڊر نالي سيڪريٽري بي ايس ايس ايڇ آر آر ڊي پي کي گڏ هجي (اصل لازمي طور تي مالياتي آڇ سان گڏ رکيو وڃي ۽ هڪ عدد فوٽو ڪاپي (رقم پوشيده رکي) ٽيڪنيڪي تجويزن سان گڏ لڳايو وڃي) ٽيڪنيڪي آڇن کي ساڳئي ڏينهن يعني پهرين فيبروري 2018 تي صبح 11:30 وڳي بذرعي ڪنسلٽنٽ سليڪشن ڪميٽي، بي ايس ايس ايڇ آر آر ڊي پي ڪنسلٽنٽس يا سندن نمائندن جي موجودگيءَ ۾ کوليو ويندو. (ڪنهن موڪل يا حالت ڪنٽرول کان ٻاهر ٿيڻ جي صورت ۾ اهو ئي شيڊيول وونڊڙ ڪم واري ڏينهن ٿيندو.) (نامڪمل/مشروط/ٽيلگرافڪ/اسٽينڊرڊ فارم تي نه ٿيڻ جي صورت ۾/مقرر تاريخ ۽ وقت کانپوءِ وصول يا بليڪ لسٽيڊ فرمن طرفان ڏنل آڇون رد ڪيون وينديون.)

پروڪيورنگ ايجنسي ايس پي پي رولز 2010 (ترميم ٿيل 2013) جي لاڳاپيل شقن تحت ڪنهن به يا سمورين آڇن کي رد ۽ مذڪوره قانونن جي رول (1) 25(1) مطابق ڪنهن آڇ يا تجويز جي منظوري کان پهرين ڪنهن به وقت بڊنگ جو عمل منسوخ ڪري سگهجي ٿي.

**پروڪيورمينٽ سيڪشن**

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**حڪومت سنڌ**  
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 ويب سائٽ: [www.bbsydpindh.gov.pk](http://www.bbsydpindh.gov.pk)

پنجين منزل اسٽيٽ لائف بلڊنگ نمبر 3، ڊاڪٽر ضياءُ الدين احمد روڊ، ڪراچي، پاڪستان  
 ٽيليفون: 99201005-7 (21) 99201004 +92 (21) فیکس: 99201004 +92 (21)  
 اي ميل: [info@bbsydpindh.gov.pk](mailto:info@bbsydpindh.gov.pk)  
 ويب سائٽ: [www.bbsydpindh.gov.pk](http://www.bbsydpindh.gov.pk)



ترتیب کیف نے  
میں طرح سنگنا  
میں بھی ایک  
کردار ادا کرنا  
نہیں کیا گیا اور  
نہیں خوشی ہے  
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نکس

دیکھ کر تمام

ای

دی لاسٹ ننگ آف اسکات لینڈ اور شیڈ ڈانسر جیسی سرہٹ فلموں اور ٹی وی سریز میں اپنی صلاحیتوں کے جوہر دکھا کر شائقین کو حیران کر دیا۔ تقریب میں جلیپٹین کے ماہروں کی بڑی تعداد موجود تھی جبکہ کئی ہولی وڈ کارکنی جلیپٹین کو مبارکباد دینے تقریب میں شریک ہوئے۔



**کامیاب ترین سرکاری ایئر لائنز کے لیے ریگولیشن اور ایئر پروویڈرز (درخواست برائے نکالین) سندھ میں ریگولیشن اور ایئر پروویڈرز کی تربیتی ضرورتوں کا جائزہ اور تربیتی پروگرام کیلئے مستقبل کی پیشہ ورانہ ضروریات بی بی این ایچ آر ڈی سی**

بے نظیر بھوشیدہ یونین ریورس ریسرچ اینڈ ڈیولپمنٹ بورڈ (بی بی این ایچ آر ڈی سی) انسانی وسائل کے فروغ کے لیے تحقیقی سرگرمیاں انجام دینے کی غرض سے قائم کیا گیا ہے اور پختہ ڈیولپمنٹ پروگرام (بی بی این ایچ آر ڈی سی) کے تحت معاہدہ شدہ فنی اور سرکاری شعبے کے تربیتی اداروں کے ذریعے مختصر اور طویل مدتی کورسز/اسکالرشپس کی وسیع تر خدمات فراہم کر رہا ہے۔

بی بی این ایچ آر ڈی سی نے گورنمنٹ پروویڈرز کے لیے ایک پروویڈرز رولز 2010 (ترمیم شدہ 2013) کے رول (3)72 کے تحت (کوآئی ایڈ کاسٹ بیڈ میٹیشن سینٹر) کے مطابق منظم ساکھ کی حامل مہارت رکھنے والی اور تجربہ کار کنسلٹنٹ فرمز، جو حکومت پاکستان کے ضوابط کے تحت رجسٹرڈ اور مصروف عمل ہوں، سندھ یونیورسٹی بورڈ اور انگریس ڈیپارٹمنٹ (جہاں لاگو ہوتا ہو) کے پاس رجسٹرڈ ہوں، سے صوبہ سندھ میں بی بی این ایچ آر ڈی سی کے تربیتی پروگرام کے لیے سندھ میں بے روزگار نوجوانوں کی تربیتی ضرورتوں کا جائزہ لینے اور مستقبل کی پیشہ ورانہ ضروریات کا تعین کرنے کے سلسلے میں سربراہر پیشکشیں مطلوب ہیں۔

دیکھیے رکھنے والی مشاورتی فرمز میں مفصل شرائط و ضوابط اور اہلیت کے معیار پر مشتمل آرائیہ پی ڈی اسٹاویزات نیچے درج ہے۔ اسے اس نوٹس کی اشاعت کی تاریخ سے بروز بدھ 31 جنوری 2018 تک دستاویزات کی فیس 1000/- روپے کی ادائیگی (ناقابل واپسی) بصورت چیک ڈرافٹ/پے آرڈر بنام بیکری۔ بی بی این ایچ آر ڈی سی، حکومت سندھ کرنے پر کسی بھی کام والے دن اوقات کار کے دوران حاصل کر سکتی ہیں۔ متبادل طور پر دستاویزات کو ویب سائٹ [www.pprasinhd.gov.pk](http://www.pprasinhd.gov.pk) یا [www.bbsydpsindh.gov.pk](http://www.bbsydpsindh.gov.pk) سے ڈاؤن لوڈ بھی کیا جا سکتا ہے۔ ویب سائٹ سے دستاویزات ڈاؤن لوڈ کرنے والی کاپیاں لازمی طور پر ٹینڈر دستاویزات فیس، جیسا کہ اوپر درج ہے، پیشکشیں جمع کراتے وقت فراہم کر دیں۔

ہر طرح سے مکمل پیشکشیں لازمی طور پر یکم فروری 2018 کو صبح 11.00 بجے تک نیچے درج پتے پر جمع کرا دی جائیں۔ مشاورتی فرمز کے لیے یہ ضروری ہے کہ وہ تکنیکی اور مالیاتی پیشکشیں دو الگ الگ افادوں میں جمع کرائیں جو بیرونی طور پر باقاعدہ ایک سربراہ اور معاون شدہ لفافے میں رکھی گئی ہو۔ دو فیصد زر ضمانت بصورت پے آرڈر بنام بیکری بی بی این ایچ آر ڈی سی کے ساتھ ہونا لازمی طور پر مالیاتی پیشکش کے ساتھ رکھا جائے اور ایک ہندو نوٹوں کا پی (رقم پوشیدہ رکھ کر) تکنیکی تجاویز کے ساتھ منسلک کیا جائے۔ تکنیکی پیشکشوں کو ہی دن عسی یکم فروری 2018 کو صبح 11.30 بجے بذریعہ کنسلٹنٹ میٹیشن کینی، بی بی این ایچ آر ڈی سی کنسلٹنٹس یا ان کے نمائندوں کی موجودگی میں کھولا جائے گا۔ (کسی تعطیل یا حالات کنٹرول سے باہر ہونے کی صورت میں یہی شیڈول اگلے کام والے روز لاگو ہوگا)۔

(تاکمل) مشورہ/تعلیمی گراؤنگ/اسٹینڈرڈ فارم پر نہ ہونے کی صورت میں/مقررہ تاریخ اور وقت کے بعد موصول یا ایک لفظ فرمز کی جانب سے دی جانے والی پیشکشیں مسترد کر دی جائیں گی۔

پروویڈنگ ایجنسی ایس بی بی این ایچ آر ڈی سی (ترمیم شدہ 2013) کی متعلقہ شعبوں کے تحت کسی یا تمام پیشکشوں کو مسترد اور مذکورہ قوانین کے رول (1)25 کے مطابق کسی پیشکش یا تجویز کی منظوری سے نکل کر کسی بھی وقت بڑنگ کا مکمل منسوخ کر سکتی ہے۔

پروویڈمنٹ سیکشن  
بے نظیر بھوشیدہ یونین ریورس ریسرچ اینڈ ڈیولپمنٹ بورڈ  
حکومت سندھ  
پانچویں منزل اسٹیٹ لائف بلڈنگ نمبر-3، ڈاکٹر ضیاء الدین احمد روڈ، کراچی، پاکستان  
تلفون نمبر: 99201005-7 (21) 92 +، فیکس: 99201004 (21) 92 +  
ای میل: [info@bbsydpsindh.gov.pk](mailto:info@bbsydpsindh.gov.pk)  
ویب سائٹ: [www.bbsydpsindh.gov.pk](http://www.bbsydpsindh.gov.pk)

INF/KRY/171/18

روزنامہ جنگ، مورخہ 11 جنوری 2018ء



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**Government of Sindh  
Chief Minister's Secretariat  
Benazir Bhutto Shaheed  
Human Resource, Research and Development Board**



**NOTIFICATION**

No. BBSHRDB/Admn (Proc-C)/ 1-1 /2015: In Supersession of this office notification of even number dated 15-4-2015 and in accordance with Rule-67 of Sindh Public Procurement Rules-2010; the **Consultant Selection Committee**, for the Benazir Bhutto Shaheed Human Resource, Research & Development Board (BBSHRDB) is hereby revised with following composition and Terms of Reference.

1. Director - BBSHRDB Chairman
  2. Representative from Finance Department  
(Not below the rank BS-18) Member
  3. Representative from P&D Department  
(Not below the rank BS-18) Member
  4. Deputy Director (Procurement). Member/Secretary
  5. Technical Expert of Department.  
(Not below the rank BS-18) Member
- Committee may co-opt up to two members if required to facilitate the process provided that co-opted members shall have no conflict of interest in the procurement process.



**Functions and Responsibilities of Consultant Selection Committee:**

- 1) Approval of Request for Proposal before issuance;
- 2) Short listing of consultants, responding to the Request for Expression of Interest, where applicable, in accordance with the criteria mentioned in Request for Expression of Interest;
- 3) Evaluation of technical and financial proposals, according to the selection method and evaluation criteria, mentioned in the Request for Proposal
- 4) Finalization of recommendation based on evaluation as mentioned at sub-rule (3) of the SPPRA-2010.
- 5) The quorum shall be as provided in Rule-68 of SPPR-2010.

-KARIM BAKHSH SIDDIQUI-  
SECRETARY-BBSHRDB

No. BBSHRDB/Admn (Proc-C)/ /2015 Karachi, dated the 10<sup>th</sup> August, 2015.

A copy is forwarded for information and necessary action to:

- 1) The Principal Secretary to the Chief Minister, Sindh, Karachi.
- 2) The Secretary Finance Department, Govt. of Sindh, Karachi.
- 3) The Secretary P & D Department, Govt. of Sindh, Karachi.
- 4) The Chairman, BBSHRDB, Karachi.
- 5) The Managing Director, SPPRA, Karachi.
- 6) The Managing Director, STEVTA, Karachi.
- 7) The Chairman / Members of the Committee
- 8) Master File

PROGRAM OFFICER (Admin.) 10/8/2015

Benazir Bhutto Shaheed Human Resource Research & Development Board  
3<sup>rd</sup> Floor, State Life Building No.3, Dr. Ziauddin Ahmed Road, Karachi.  
Telephone: 021-99201005-7 Fax: 021-99201004, www.bbsydpindh.gov.pk

Govt. Sindh, Karachi  
No. BBSHRDB/Admn (Proc-C)/ 1-1 /2015  
Date: 10/8/2015

**FINANCE**  
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10/8/2015



Government of Sindh  
Chief Minister's Secretariat  
**Benazir Bhutto Shaheed**  
Human Resource, Research and Development Board



3

NOTIFICATION

No. BBSHRDB/Admin (CRC) /-//2015: In accordance with the Rule-31 of Sindh Public Procurement Rules-2010; the Government of Sindh has been pleased to notify *the Complaint Redressal Committee*, for the Benazir Bhutto Shaheed Human Resource, Research & Development Board (BBSHRDB). The composition and Terms of Reference are as under:

- |  |          |
|--|----------|
| i. Secretary-BBSHRDB.                                | Chairman |
| ii. Representative of Accountant General.            | Member   |
| iii. An Independent Professional from relevant field | Member   |

➤ Committee may co-opt any member if required to facilitate the process.

Terms of References.

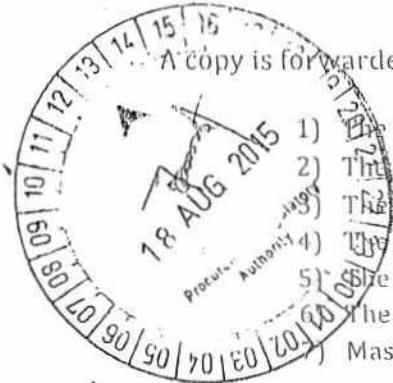
The complaint Redressal Committee shall act in accordance with Rule-31 of Sindh Public Procurement Rules 2010.

-KARIM BAKHSH SIDDIQUI-  
SECRETARY-BBSHRDB

No. BBSHRDB/Admin (CRC)/ /2015 Karachi, dated the 10<sup>th</sup> August, 2015

A copy is forwarded for information to:

- 1) Principal Secretary to the Chief Minister, Sindh, Karachi.
- 2) The Chairman, BBSHRDB, Karachi.
- 3) The Managing Director SPPRA, Karachi.
- 4) The Accountant General Sind, Karachi.
- 5) The Chairman / Members of the Committee
- 6) The Program Officer (Procurement).
- 7) Master File.



*[Signature]*  
PROGRAM OFFICER (Admin) 10/8/2015

BBSHRDB  
C.M. Sectt: Sindh  
Award No: 12494  
Date: 18/8/2015



Government of Sindh  
Chief Minister's Secretariat, Sindh  
**Benazir Bhutto Shaheed**  
Human Resource Research Development Board (BBSHRRDB)



**ANNUAL PROCUREMENT PLAN**

Revised/Updated on 20-01-2017

**(Services, Goods and Works)**

S #	Description of Procurement	Quantity (Where Applicable)	Estimated Unit Cost (Where Applicable)	Estimated Total Cost	Allocated Funds (In Million)	Method & Procedure of Procurement	Anticipated Date of Advertisement	Anticipated Date of Commencement of Procurement	Anticipated Date of Completion of Procurement	Remarks
1	Hiring of Consultancy Firm(C.A)	01	N/A	2.0 million	2.0	Least Cost Selection Method ,Rule 72(1)	July10,2015	October 15,2015	January ,2016	
2	Renovation and refurbishment of office of BBSHRRDB at 5 <sup>th</sup> floor	N/A	-Do-	20 million	25	Single Stage One Envelope Procedure, Rule 46(1) SPPR-2010	February 15, 2016	April 25, 2016	August 10, 2016	
3	Research Studies a.Training Needs Assessment b. Impact Assessment	-Do-	-Do-	4.0 million (each)	4.0 (each)	quality and Cost Based Selection Method ,Rule 72(3)	September 19,2015	October 25,2015	January ,2016	
4	Develop Financial & Audit SoPs and conduct Quarterly Internal Audit	-Do-	-Do-	3.0 million	3.0	Least Cost Selection Method ,Rule 72(1)	September 2,2015	October 20,2015	July,2016	
5	Hiring of IT firm to develop FMIS	-Do-	-Do-	3.0 million	3.0	Least Cost Selection Method ,Rule 72(1)	September 5,2015	October 20,2015	January 30,2016	
6	Hiring of IT firm for consolidated services/applications	-Do-	-Do-	3.0 million (each)	4.00	Least Cost Selection Method ,Rule 72(1)	January 18, 2017	February 20, 2017	April 28,2017	
7	furniture/fixture, supply items and other allied works of office of BBSHRRDB at 5 <sup>th</sup> floor	N/A	-Do-	20 million	25	Single Stage One Envelope Procedure, Rule 46(1) SPPR-2010.	February 15, 2017	April 25, 2017	June 10, 2017	
8	Hiring of Consultancy Services (HR).	-Do-	-Do-	1 million	1 million	Rule-72(8) of SPPRA, 2010(Amended in 2013)	February 15, 2017	April 25, 2017	June 10, 2017	
9	Third Party Validation (TPV) Phase VIII-Batch-I and Phase-IX, Private Sector Training Wing	-DO-	-Do-	7.00 million	10.00	Rule 72 (3) Quality and Cost Based Selection Method, of the SPP Rules, 2010.	22 <sup>nd</sup> January, 2017	15 <sup>th</sup> February, 2017	15 <sup>TH</sup> September, 2017	

DIRECTOR  
BBSHRRDB



# Request for Proposal



**For**

**CONSULTANCY SERVICES-  
TRAINING NEEDS ASSESSMENT OF UNEMPLOYED  
YOUTH IN SINDH AND FUTURE CAREER NEEDS  
FOR TRAINING PROGRAM – BBSHRRDB**

**Benazir Bhutto Shaheed  
Human Resource Research & Development Board,  
Government of Sindh**

---

5<sup>th</sup> Floor, State Life Building # 3, Dr Zia-ud-din Ahmed Road, Karachi.

Telephone: 021-99204032 Fax: 021-35651160

E-mail: [feedback@bbsydpsindh.gov.pk](mailto:feedback@bbsydpsindh.gov.pk),

Website: [www.bbsydpsindh.gov.pk](http://www.bbsydpsindh.gov.pk)

## **Foreword**

This Standard Request for Proposals is applicable to consultant assignments by the procuring agencies of Sindh province whose legal agreement makes reference to the Sindh Public Procurement Rules, 2010 (amended 2013)

# Table of Contents

<i>Foreword</i> .....	2
<i>Preface</i> .....	5
<i>Section 1. Letter of Invitation</i> .....	6
<i>Section 2. Instructions to Consultants</i> .....	9
1. <i>Definitions</i> .....	9
2. <i>Introduction</i> .....	10
3. <i>Conflict of Interest</i> .....	10
<i>Conflicting Relationships</i> .....	11
4. <i>Fraud and Corruption</i> .....	11
5. <i>Integrity Pact</i> .....	11
6. <i>Eligible Consultants</i> .....	12
7. <i>Eligibility of Sub-Consultants</i> .....	12
8. <i>Only one Proposal</i> .....	12
9. <i>Proposal Validity</i> .....	12
10. <i>Clarification and Amendment in RFP Documents</i> .....	13
11. <i>Preparation of Proposals</i> .....	13
12. <i>Language</i> .....	13
13. <i>Technical Proposal Format and Content</i> .....	13
14. <i>Financial Proposals</i> .....	14
15. <i>Taxes</i> .....	15
16. <i>Submission, Receipt, and Opening of Proposals</i> .....	15
17. <i>Proposal Evaluation</i> .....	15
18. <i>Evaluation of Technical Proposals</i> .....	16
19. <i>Evaluation of Financial Proposals</i> .....	16
20. <i>Negotiations</i> .....	17
21. <i>Technical negotiations</i> .....	17
22. <i>Financial negotiations</i> .....	17



# Table of Contents

23. Availability of Professional staff/experts .....	17
24. Award of Contract.....	18
25. Confidentiality .....	18
Criteria, sub criteria, and point system for the evaluation of Simplified Technical Proposals (STP) .....	21
Section 3. Technical Proposal - Standard Forms .....	25
Form Tech-1. Technical Proposal Submission Form.....	25
Form Tech-2. Consultant's Organization and Experience .....	26
Form Tech-3. Comments and Suggestions on the Terms of Reference .....	27
Form Tech-4. Description of Approach, Methodology and Work Plan for Performing the Assignment .....	28
Form Tech-5. Team Composition and Task Assignments.....	29
Form Tech-6. Curriculum Vitae (CV) for Proposed Professional Staff.....	30
Form Tech-7. Staffing Schedule <sup>1</sup> .....	31
Form Tech-8. Work Schedule .....	32
Section 4. Financial Proposal - Standard Forms .....	33
Form Fin-1. Financial Proposal Submission Form.....	33
Form Fin-2. Summary of Costs .....	34
Form Fin-3. Breakdown of Costs by Activity <sup>1</sup> .....	35
Form Fin-4. Breakdown of Remuneration <sup>1</sup> .....	36
II. General Conditions of Contract .....	37
III. Special Conditions of Contract .....	47
Draft Contract.....	51
Terms of Reference for Carrying Training Needs Assessment of Unemployed Youth in Sindh and Future Career Needs for Training Program – BBSHRRDB.....	54

## **Preface**

1. This document Standard Request for Proposals (SRFP) is to be used for selection of consultant in accordance with the method described under Rule No 72 (3) in the SPPR 2010 (amended 2013)
2. The SRFP includes a standard Letter of Invitation, standard Instructions to Consultants, Terms of Reference, and a standard Form of Contract. The standard Instruction to Consultants and the standard General Conditions of Contract may not be modified under any circumstances. However, the Data Sheet and the Special Conditions of Contract may be used to reflect particular assignment conditions.



Government of Sindh  
Boards & Universities Department  
**Benazir Bhutto Shaheed**



Human Resource, Research and Development Board  
(BBSHRR&DB)

**Section 1. Letter of Invitation**

insert: Invitation/File No.....;  
[insert: Location and Date]  
[insert: Name and Address of Consultant]

Dear Mr./Ms.:

The Benazir Bhutto Shaheed Human Resource Research & Development Board (hereinafter called "Procuring Agency") now invites proposals to provide the following consulting services Consultancy Services- Training Needs Assessment of Unemployed Youth in Sindh And Future Career Needs for Training Program – BBSHRRDB. More details on the services are provided in the Terms of Reference.

2. A copy of the RFP document having detailed terms and conditions and eligibility criteria (see bid data sheet), can be obtained w.e.f the date of publication of the advertisement in newspapers up to Monday January 22,2018. Alternatively, the documents may also be downloaded from the website [www.bbsydpindh.gov.pk](http://www.bbsydpindh.gov.pk) or [www.pprasindh.gov.pk](http://www.pprasindh.gov.pk) as per table below.

Method of Selection	Quality and Cost Based Selection Method) Rule 72 (3) of the Sindh Public Procurement Rules, 2010(amended 2013)
Proposal Fee	Pay order of Rs. 1000/- (Non-refundable) in the shape of Bank Draft/ Pay Order in favor of Secretary -BBSHRRDB. The firms downloading the documents from the website must submit document fee as mentioned at the time of submission of the proposal
Bid Security	2% of the estimated bid amount in the shape of Pay Order in favor of Secretary-BBSHRRDB (original must be kept with financial proposal and 01 photocopy (amount concealed) with technical Proposal)
Proposal Closing date & Time	11:00 am on 01 February 2018
Proposal Opening Date & Time	11:30 am on 01 February 2018
Evaluation and Award of Contract	The decision of evaluation shall be intimated to all successful bidders.
Procuring Agency	Procurement Section Benazir Bhutto Shaheed Human Resource Research & Development Board 5 <sup>th</sup> Floor, State Life Building # 3, Dr Zia-ud-din Ahmed Road, Karachi. Telephone: +92(21) 9920-1005 / 7, 99204032 Fax: +92(21) 35651160,
Proposal Opening Place	5 <sup>th</sup> Floor, State Life Building # 3, Dr Zia-ud-din Ahmed Road, Karachi.

(In case, if the above-mentioned proposal closing/opening day fall on official holiday, the proposals will be opened on the following working day at the same time.)





Government of Sindh  
Boards & Universities Department

**Benazir Bhutto Shaheed**

Human Resource, Research and Development Board  
(BBSHRR&DB)





Government of Sindh  
Boards & Universities Department

## **Benazir Bhutto Shaheed**



Human Resource, Research and Development Board  
(BBSHRR&DB)

3. This RFP includes the following documents:  
Section 1 - Letter of Invitation  
Section 2 - Instructions to Consultants (including Data Sheet)  
Section 3 - Technical Proposal - Standard Forms  
Section 4 - Financial Proposal - Standard Forms  
Section 5 - Terms of Reference  
Section 6 - Standard Forms of Contract
  
4. Interested firm must be registered in Pakistan, SRB, have valid NTN, have a minimum of PKR 3.0 Million of annual turnover in last three years, be an income tax return filer with FBR, not be blacklisted by any government or bi-lateral/multi-lateral financial institution nor is a shortlisted bidder for the training provision under BBSHRRDB training phase X and XI
  
5. Firms wishing to submit proposals must submit duly completed technical and financial proposal in a manner stipulated in Section 2 - Instructions to Consultants, 16.1 to 16.4 of sub-section 16 by or before 11:00 am on 01 February 2018. It is a must to adhere to the Instructions and Requirements as outlined throughout the Request for Proposal document. Proposals received incomplete conditional/ telegraphic / not on standard forms/ received after specified date and time and from black listed firms shall stand rejected
  
6. BBSHRRDB reserves the right to select or reject any or all proposals on the basis of prescribed criteria, subject to the relevant provisions of Sindh Public Procurement Rules 2010 (amended 2013) and the decision in the matter shall be final and binding for all

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## Section 2. Instructions to Consultants

### 1. Definitions

- (a) "Procuring Agency (PA)" means the department with which the selected Consultant signs the Contract for the Services.
- (b) "Consultant" means a professional who can study, design, organize, evaluate and manage projects or assess, evaluate and provide specialist advice or give technical assistance for making or drafting policies, institutional reforms and includes private entities, consulting firms, legal advisors, engineering firms, construction managers, management firms, procurement agents, inspection agents, auditors, international and multinational organizations, investment and merchant banks, universities, research institutions, government agencies, nongovernmental organizations, and individuals
- (c) "Contract" means an agreement enforceable by law and includes General and Special Conditions of the contract.
- (d) "Data Sheet" means such part of the Instructions to Consultants that is used to reflect specific assignment conditions.
- (e) "Day" means calendar day including holiday.
- (f) "Government" means the Government of Sindh.
- (g) "Instructions to Consultants" (Section 2 of the RFP) means the document which provides shortlisted Consultants with all information needed to prepare their Proposals.
- (h) "LOI" (Section 1 of the RFP) means the Letter of Invitation sent by the procuring agency to the Consultant.
- (i) "Proposal" means the Technical Proposal and the Financial Proposal.
- (j) "RFP" means the Request For Proposal prepared by the procuring Agency for the selection of Consultants.
- (k) "Sub-Consultant" means any person or entity to whom the Consultant subcontracts any part of the Services.
- (l) "Terms of Reference" (TOR) means the document included in the RFP as Section 5 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the procuring agency and the Consultant, and expected results and deliverables of the assignment.



## 2. Introduction

- 2.1 The Procuring agency named in the Data Sheet will select a consulting firm/organization (the Consultant) from those listed in the Letter of Invitation, in accordance with the method of selection specified in the Data Sheet.
- 2.2 The eligible Consultants (shortlisted if so) are invited to submit a Technical Proposal and a Financial Proposal, or a Technical Proposal only, as specified in the Data Sheet. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Consultant.
- 2.3 Consultants should familiarize themselves with rules / conditions and take them into account while preparing their Proposals. Consultants are encouraged to attend a pre-proposal conference if one is specified in the Data Sheet. Attending the pre-proposal conference is, however optional. Consultants may liaise with procuring agency's representative named in the Data Sheet for gaining better insight into the assignment.
- 2.4 Consultants shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Procuring Agency reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultants.
- 2.5 Procuring Agency may provide facilities and inputs as specified in Data Sheet.

## 3. Conflict of Interest

- 3.1 Consultants are required to provide professional, objective, and impartial advice and holding the Procuring Agency interest paramount. They shall strictly avoid conflict with other assignments or their own corporate interest. Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the Procuring Agency, or that may reasonably be perceived as having such effect. Failure to disclose said situations may lead to the disqualification of the Consultant or the termination of its Contract.
- 3.2 Without limitation on the generality of the foregoing, Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:
  - (i) A consultant that has been engaged by the procuring agency to provide goods, works or services other than consulting services for a project, any of its affiliates, shall be disqualified from providing consulting services related to those goods, works or services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, any of its affiliates, shall be disqualified from subsequently providing goods or works or services other than consulting services resulting from or directly related to the firm's consulting services for such preparation or implementation.
  - (ii) A Consultant (including its Personnel and Sub-Consultants) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another

## Section 2. Instructions to Consultants and Datasheet

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assignment of the Consultant to be executed for the same or for another Procuring Agency.

- (iii) A Consultant (including its Personnel and Sub-Consultants) that has a business or family relationship with a member of the Procuring Agency's staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the assignment, (ii) the selection process for such assignment, or (iii) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved.

### **Conflicting Relationships**

3.3 Government officials and civil servants may be hired as consultants only if:

- (i) They are on leave of absence without pay;
- (ii) They are not being hired by the agency they were working for, six months prior to going on leave; and
- (iii) Their employment would not give rise to any conflict of interest.

### **4. Fraud and Corruption**

It is Government's policy that Consultants under the contract(s), observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, the Procuring Agency follows the instructions contained in Sindh Public procurement Rules 2010 which defines:

" corrupt and fraudulent practices" includes the offering, giving, receiving, or soliciting, directly or indirectly of anything of value to influence the act of another party for wrongful gain or any act or omission ,including misrepresentation, that knowingly or recklessly misleads or attempt mislead a party to obtain a financial or other benefit or to avoid an obligation;

Under Rule 35 of SPPR2010, "The PA can inter-alia blacklist Bidders found to be indulging in corrupt or fraudulent practices. Such barring action shall be duly publicized and communicated to the SPPRA. Provided that any supplier or contractor who is to be blacklisted shall be accorded adequate opportunity of being heard".

### **5. Integrity Pact**

Pursuant to Rule 89 of SPPR 2010 Consultant undertakes to sign an Integrity pact in accordance with prescribed format attached hereto for all the procurements estimated to exceed Rs. 2.5 million. (Annex-A)

## **6. Eligible Consultants**

- 6.1 If short listing process has been undertaken through REOI, as outlined under Rule 73 and 74 of SPPR2010 for the Contract(s) for which these RFP documents are being issued, those firms - in case of Joint Ventures with the same partner(s) and Joint Venture structure - that had been pre-qualified are eligible.
- 6.2 Short listed consultants emerging from request of expression of interest are eligible.

## **7. Eligibility of Sub-Consultants**

A shortlisted Consultant would not be allowed to associate with Consultants who have failed to qualify the short listing process.

## **8. Only one Proposal**

Shortlisted Consultants may only submit one proposal. If a Consultant submits or participates in more than one proposal, such proposals shall be disqualified. Participation of the same Sub-Consultant, including individual experts, to more than one proposal is not allowed.

## **9. Proposal Validity**

- 9.1 The Data Sheet indicates Proposals validity that shall not be more than 90 days in case of National Competitive Bidding (NCB) and 120 days in case of International competitive Bidding (ICB). During this period, Consultants shall maintain the availability of Professional staff nominated in the Proposal. The Procuring Agency will make its best effort to complete negotiations within this period. Should the need arise; however, the Procuring Agency may request Consultants to extend the validity period of their proposals. Consultants who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal, or in their confirmation of extension of validity of the Proposal, Consultants may submit new staff in replacement, who would be considered in the final evaluation for contract award. Consultants who do not agree have the right to refuse to extend the validity of their Proposals.
- 9.2 Consultants shall submit required bid security along with financial proposal defined in the data sheet (which shall not be less than one percent and shall not exceed five percent of bid amount).

## **10. Clarification and Amendment in RFP Documents**

- 10.1 Consultants may request for a clarification of contents of the bidding document in writing, and procuring agency shall respond to such queries in writing within three calendar days, provided they are received at least five calendar days prior to the date of opening of proposal. The procuring agency shall communicate such response to all parties who have obtained RFP document without identifying the source of inquiry. Should the PA deem it necessary to amend the RFP as a result of a clarification, it shall do so.
- 10.2 At any time before the submission of Proposals, the Procuring Agency may amend the RFP by issuing an addendum/ corrigendum in writing. The addendum shall be sent to all Consultants and will be binding on them. Consultants shall acknowledge receipt of all amendments. To give Consultants reasonable time in which to take an amendment into account in their Proposals the Procuring Agency may, if the amendment is substantial, extend the deadline for the submission of Proposals.

## **11. Preparation of Proposals**

- 11.1 In preparing their Proposal, Consultants are expected to examine in detail the documents comprising the RFP. Material deficiencies (deviation from scope, experience and qualification of personnel) in providing the information requested may result in rejection of a Proposal.
- 11.2 The estimate number of professional staff months or the budget required for executing the assignment should be shown in the data sheet, but not both. However, proposal shall be based on the professional staff month or budget estimated by the consultant.

## **12. Language**

The Proposal as well as all related correspondence exchanged by the Consultants and the Procuring Agency shall be written in English. However, it is desirable that the firm's Personnel have a working knowledge of the national and regional languages of Islamic Republic of Pakistan.

## **13. Technical Proposal Format and Content**

- 13.1 While preparing the Technical Proposal, consultants must give particular attention to the following:
- (i). If a consultant considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other firms or entities in a joint venture or sub-consultancy, as appropriate. The international consultants are encouraged to seek the participation of local

## Section 2. Instructions to Consultants and Datasheet

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consultants by entering into a joint venture with, or subcontracting part of the assignment to, national consultants.

- (ii). For assignments on a staff-time basis, the estimated number of professional staff-months is given in the Data Sheet. The proposal shall, however, be based on the number of professional staff-months estimated by the firm. For fixed-budget-based assignments, the available budget is given in the Data Sheet, and the Financial Proposal shall not exceed this budget.
- (iii). It is desirable that the majority of the key professional staff proposed be permanent employees of the firm or has an extended and stable working relationship with it.
- (iv). Proposed professional staff must, at a minimum, have the experience indicated in the Data Sheet, preferably working under similar geographical condition.
- (v). Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) shall submitted for each position.

13.2 The Technical Proposal shall provide the following information using the attached Standard Forms (Section 3):

- (i). A brief description of the consultant organization and an outline of recent experience on assignments (Section 3B) of a similar nature. For each assignment, the outline should indicate, inter alia, the profiles of the staff, duration of the assignment, contract amount, and firm's involvement.
- (ii). Any comments or suggestions on the Terms of Reference and on the data, a list of services, and facilities to be provided by the PA (Section 3C).
- (iii). The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing (Section 3E).
- (iv). CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal (Section 3F). Key information should include number of years working for the consultant and degree of responsibility held in various assignments during the last \_\_\_\_ (PA may give number of years as per their requirement) years.
- (v). Estimates of the total staff input (professional and support staff; staff time) needed to carry out the assignment, supported by bar chart diagrams showing the time proposed for each professional staff team member (Sections 3E and 3G).
- (vi). A detailed description of the proposed methodology, work plan for performing the assignment, staffing, and monitoring of training, if the Data Sheet specifies training as a major component of the assignment (Section 3D).
- (vii). Any additional information requested in the Data Sheet.

13.3 The Technical Proposal shall not include any financial information.

## 14. Financial Proposals

14.1 The Financial Proposal shall be prepared using the attached Standard Forms (Section 4). It shall list all costs associated with the assignment, including (a) remuneration for staff (in the field and at the Consultants' office), and (b) reimbursable expenses indicated in the Data Sheet (if applicable). Alternatively Consultant may provide their own list of cost. If



## Section 2. Instructions to Consultants and Datasheet

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appropriate, these costs should be broken down by activity. All activities and items described in the Technical Proposal must be priced separately; activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.

### 15. Taxes

- 15.1 The Consultant will be subject to all admissible taxes including stamp duty and service charges at a rate prevailing on the date of contract agreement unless exempted by relevant tax authority.

### 16. Submission, Receipt, and Opening of Proposals

- 16.1 Proposal shall contain no interlineations or overwriting. Submission letters for both Technical and Financial Proposals should respectively be in the format of TECH-1 of Section 3, and FIN-1 of Section 4. All pages of the original Technical and Financial Proposals will be initialed by an authorized representative of the Consultants (Individual Consultant). The authorization shall be in the form of a written power of attorney accompanying the Proposal
- 16.2 All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs.
- 16.3 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL" Similarly, the original Financial Proposal (if required under the selection method indicated in the Data Sheet) shall be placed in a sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by name of the assignment, and with a warning "DO NOT OPEN WITH THE TECHNICAL PROPOSAL." If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.
- 16.4 The Proposals must be sent to the address indicated in the Data Sheet and received by the PA no later than the time and the date indicated in the Data Sheet, or any extension to this date. Any proposal received by the PA after the deadline for submission shall be returned unopened. In order to avoid any delay arising from the postal or PA's internal dispatch workings, Consultants should ensure that proposals to be sent through couriers should reach a day before the deadline for submission. .

### 17. Proposal Evaluation

- 17.1 From the time the Proposals are opened to the time the Contract is awarded, the Consultants should not contact the PA on any matter related to its Technical and/or Financial Proposal. Any effort by Consultants to influence the PA in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Consultants' Proposal.

Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

## 18. Evaluation of Technical Proposals

18.1 The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet. Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it fails to achieve the minimum technical score indicated in the Data Sheet.

In the case of Quality-Based Selection, Selection Based on Consultant's Qualifications, and Single-Source Selection, the highest ranked consultant or firm selected on a single-source basis is invited to negotiate its proposal and the contract on the basis of the Technical Proposal and the Financial Proposal submitted.

### **Public Opening and Evaluation of Financial Proposals: (LCS, QCBS, and Fixed Budget Selection Methods Only)**

18.2 After the technical evaluation is completed, the PA shall notify in writing Consultants that have secured the minimum qualifying marks, the date, time and location, allowing a reasonable time, for opening the Financial Proposals. Consultants' attendance at the opening of Financial Proposals is optional.

Financial proposals of those consultants who failed to secure minimum qualifying marks shall be returned unopened.

## 19. Evaluation of Financial Proposals

19.1 Financial Proposals shall be opened publicly in the presence of the Consultants' representatives who choose to attend. The name of the Consultants and the technical scores of the Consultants shall be read aloud. The Financial Proposal of the Consultants who met the minimum qualifying mark will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded. Copy of the record shall be sent to all Consultants.

19.2 The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures the formers will prevail. In addition to the above corrections, activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.

19.3 In case of Least Cost Selection LCS Method, the bid found to be the lowest evaluated bid shall be accepted.

19.4 In case of Quality and Cost Based Selection QCBS Method the lowest evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) indicated in the Data Sheet:  $S = St \times T\% + Sf \times P\%$ . The firm achieving the highest combined technical and financial score will be invited for negotiations.

- 19.5 In the case of Fixed-Budget and Quality Based Selection, the Procuring Agency will select the firm that submitted the highest ranked Technical Proposal.

## **20. Negotiations**

- 20.1 Negotiations will be held at the date and address indicated in the Data Sheet. The invited Consultant will, as a pre-requisite for attendance at the negotiations, confirm availability of all Professional staff. Failure in satisfying such requirements may result in the PA proceeding to negotiate with the next-ranked Consultant. Representatives conducting negotiations on behalf of the Consultant must have written authority to negotiate and conclude a Contract.

## **21. Technical negotiations**

- 21.1 Technical Negotiations will include a discussion of the Technical Proposal, the proposed technical approach and methodology, work plan, organization and staffing, and any suggestions made by the Consultant to improve the Terms of Reference. The PA and the Consultants will finalize the Terms of Reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Contract as "Description of Services". Minutes of negotiations, which will be signed by the PA and the Consultant, will become part of Contract Agreement.

## **22. Financial negotiations**

- 22.1 If applicable, it is the responsibility of the Consultant, before starting financial negotiations, to contact the local tax authorities to determine the tax amount to be paid by the Consultant under the Contract. The financial negotiations will include a clarification (if any) of the firm's tax liability, and the manner in which it will be reflected in the Contract; and will reflect the agreed technical modifications in the cost of the services. Consultants will provide the PA with the information on remuneration rates described in the Appendix attached to Section 4 (i.e. Financial Proposal - Standard Forms of this RFP).

## **23. Availability of Professional staff/experts**

- 23.1 Having selected the Consultant on the basis of, among other things, an evaluation of proposed Professional staff, the PA expects to negotiate a Contract on the basis of the Professional staff named in the Proposal. Before contract negotiations, the PA will require assurances that the Professional staff will be actually available. The PA will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or for reasons such as death or medical incapacity. If this is not the case and if it is established that Professional staff were offered in the proposal without confirming their availability, the Consultant may be disqualified. Any proposed substitute shall have equivalent or better qualifications and experience than the original candidate and be submitted by the Consultant within the period of time specified in the letter of invitation to negotiate.

## **24. Award of Contract**

- 24.1 After completing negotiations, the Procuring Agency shall award the Contract to the selected Consultant and within seven of the award of contract, Procuring Agency shall publish on the website of the Authority and on its own website, if such a website exists, the result of the bidding process, identifying the bid through procuring identifying number, if any and the following information, evaluation report, form of contract and letter of award, bill of quantity or schedule of requirement, as the case may be.
- 24.2 After publishing of award of contract consultant required to submit a performance security at the rate indicated in date sheet.
- 24.3 The Consultant is expected to commence the assignment on the date and at the location specified in the Data Sheet.

## **25. Confidentiality**

Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Consultants who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Consultant of confidential information related to the process may result in the rejection of its Proposal.

**Section 2. Instructions to Consultants and Datasheet**

**Data Sheet**

1.1	<p>Name of the Assignment is:  <b>Training Needs Assessment of Unemployed Youth in Sindh and Future Career Needs for Training Program - BBSHRDB</b></p> <p>The Name of the PA's official (s):</p> <p>Address:5th Floor Statelife Building No.3, Dr. Ziauddin Ahmed Road, Karachi          Telephone: 009299204032 Facsimile: 009235651160          E-mail: sta_hims@hotmail.com</p>
1.2	<p>The method of selection is:  <b>Quality &amp; Cost Based Selection Method (SPPR 72(3))</b></p> <p>The Edition of the Guidelines is:          SPP Rules, 2010 (amended 2013) &amp; Standard RFP document of SPPRA</p>
1.3	Financial Proposal is to be submitted together with Technical Proposal
1.4	<p>The PA will provide the following inputs and facilities:          All record required to conduct the study according to given ToRs.</p>
1.5	<p>Proposal submission address is:          5th Floor State Life Building No.3, Dr. Ziauddin Ahmed Road, Karachi          Proposals must be submitted no later than the following date and time:          11:00 am, 01 February 2018</p>
1.6	<p>Expected date for commencement of consulting services          March 12, 2018, across Sindh</p>
9.1	Proposals shall remain valid till <b>90</b> days after the opening date.
9.2	Bids must be accompanied with <b>2%</b> bid security of the bid amount in the shape of Pay Order in favor of Secretary-BBSHRDB (original must be kept with financial proposal and 01 photocopy (amount concealed) with technical Proposal)
10	<p>Clarifications may be requested not later than five days before the proposal submission/opening date. 01 February 2018          The address for requesting clarifications is:          5<sup>th</sup> Floor Statelife Building No.3, Dr. Ziauddin Ahmed Road, Karachi          Telephone: 009299204032 Facsimile: 009235651160          E-mail: <a href="mailto:sta_hims@hotmail.com">sta_hims@hotmail.com</a></p>
12	The Proposal as well as all related correspondence exchanged by the Consultants and the Procuring Agency shall be written in English However it is desirable that the firm's Personnel have a working knowledge of the national and regional languages of Sindh, Karachi Islamic Republic of Pakistan.
6.1	Shortlisted consultant may not associate with other shortlisted consultants
11.2	The estimated number of professional staff-months required for the assignment is 5-8 person



## Section 2. Instructions to Consultants and Datasheet

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13.1	The format of the Technical Proposal to be submitted is: Simplified Technical Proposal (STP)
15.1	Amounts payable by the PA to the Consultant under the contract are to be subject to local taxation, stamp duty and service charges.
16.2	Consultant must submit the original and one copy of the Technical Proposal and the original of the Financial Proposal.
13.1	Criteria, sub criteria, and point system for the evaluation of Simplified Technical Proposals (STP) are detailed in the following page under the heading <b>“Criteria, sub criteria, and point system for the evaluation of Simplified Technical Proposals (STP)”</b> .  The minimum technical score $S_t$ required to pass is: <b>80 Points</b> The minimum financial score $S_f$ required to pass is: <b>20 Points</b>
24.2	Successful consultant is required to submit 10% of the contract price as performance security in the form of pay order/demand draft or bank guarantee in favor of Secretary-BBSHRDB

**Section 2. Instructions to Consultants and Datasheet (Criteria, sub criteria, and point system for the evaluation of Simplified Technical Proposals (STP))**

**Criteria, sub criteria, and point system for the evaluation of Simplified Technical Proposals (STP)**

**The firm fulfilling following criteria, will be considered as eligible bidder for evaluation of technical proposal. Documentary evidence are to be attached, failing which the bidder will be considered ineligible.**

- i. Must be registered for having legal status to work as consultant firm in Pakistan. (Copy of Certificate)
- ii. Must have National Tax Number. (Copy of Certificate)
- iii. Must have a minimum of PKR 3.0 Million of annual turnover in last three years. (must provide audited accounts of last three years (2016-17, 2015-16, 2014-15))
- iv. Income tax return filed with FBR. and income tax return for the last 03 years (2016-17, 2015-16, 2014-15) (Financial Statement (summary))
- v. Must be registered with Sindh Revenue Board (Copy of Certificate)
- vi. Must not be blacklisted by any government or bi-lateral/multi-lateral financial institution. (to be given on stamp paper of Rs. 100/-)
- vii. Must not be a shortlisted bidder for the training provision under BBSHRRDB training phase X and XI (to be given on organization letter head duly signed and stamped by the head of organization)

**(i) Adequacy of the proposed technical approach, methodology and work plan in responding to the Terms of Reference: Total 40 points**

The minimum technical score required to pass this criteria (i): **32 points**

Parameters	Points
<p>Past Performance and Experience of the Consultant (as a firm) relevant to the Assignment (Documentary proof is required to be attached with proposal- incase if the documentary proof is not provided, this parameter will be marked as zero.)</p> <p style="text-align: right;"><b>Total 15 points</b></p> <p style="text-align: center;">The minimum technical score required to pass this sub criteria is: <b>12 points</b></p>	
<p>Atleast seven (06) years' experience of working as a firm in conducting research, data collection and analysis and have qualified personnel to undertake and supervise the researches, data collection and analysis activities.</p> <p><i>(The assignment presented as experience should be comparable in size and scope of the assignment in this RFP)</i> <i>(proof of services given with the name of organization is mandatory)</i></p>	<p>06 or above years' experience of working as a firm in undertaking research assignment and have qualified personnel to undertake and supervise the researches - <b>06points (01 point is for each year)</b></p> <p>Experience of conducting research, data collection and analysis -<b>0.5 points</b></p> <p>Qualified personnel to undertake and supervise the researches, data collection and analysis activities -<b>0.5 points</b></p> <p>Less than 06 years' experience-<b>zero points</b> <b>(form tech-2. Consultant's organization and experience- in case of incomplete information or information not given on the tech-2 form, this parameter will be marked as zero.)</b></p>
<p>Have completed at least (03) contracts of similar size, scope and complexity as of the proposed research study in last 03 years (2016-17, 2015-16, 2014-15)</p> <p><i>(At least 3 work related references are to be provided).</i></p>	<p>03 or above contracts of similar size, scope and complexity as of the proposed research study in last 03 years - <b>9 points (03 points for each contract)</b></p> <p><b>Quality of Work</b> (accurate, consistent, thorough, high standards, follows procedures, budget)-<b>01 point</b></p> <p><b>Dependability</b> (consistent, punctuality, timeliness, reliability, follows regulations completely). -<b>01 points</b></p>

**Section 2. Instructions to Consultants and Datasheet (Criteria, sub criteria, and point system for the evaluation of Simplified Technical Proposals (STP))**

Parameters	Points
	<p><b>Internal/External Relationships</b> (effective management, responsive to contract requirements, prompt notification of bottlenecks, flexible, reasonable/cooperative, proactive)-<b>01 point</b></p> <p>Less than 03 contracts-<b>zero points</b></p> <p><i>(form tech-2. Consultant's organization and experience- in case of incomplete information or information not given on the tech-2 form, this parameter will be marked as zero.)</i></p>
<p><b>Technical Approach &amp; Methodology</b> (Form Tech-4. Description of Approach, Methodology and Work Plan for Performing the Assignment) <b>Total 25 points</b> The minimum technical score required to pass this sub criteria is: <b>20 points</b></p>	
<p>Understanding of the objectives of assignment</p>	<p>Proposal must detail performance-based understanding, what the consultant is aiming for, focus on ToRs and what is required to be assessed under this particular assignment, utilization of available resources, evidence of sufficient planning, and clarifies the use of approach- <b>05 points</b></p> <p>Zero points when the proposal represent lack of understanding of the assignment</p>
<p>Well defined and structured approach to get the desired outcomes of BBSHRDB</p>	<p>Well define approach detailing how the objective or the assignment and organization are responded, observation of data and time studies, prioritization of supervisory priorities, explanation of the timeline, use of data to measures success of program- <b>05 points</b></p> <p>Approach has been written but the consultant has not proposed how will it support objective of the assignment and organization to measures success of program -<b>0 point</b></p>
<p>Methodology (state detailed strategy for each task, execution of field visits with suggested team composition, presentation of deliverables, use of technology, sampling size, data collection methods, identification of the potential risks and their mitigation strategies, quality assurance)</p>	<p>Quality of methodology as required under this section detailing structure of work, set of tasks to be completed in a logical order, quality of proposed staff, delegation of duties to proposed staff - <b>05 points</b></p> <p>Innovativeness of methodology detailing Survey design, implementation management, data analysis identification of the potential risks and their mitigation-<b>05 points</b></p>
<p>Detailed work plan with timeframes for all the tasks stated in ToRs and stating responsibilities of proposed staff as required in ToRs. This workplan should be linked with the staff schedule having the number of hours/ days dedicated by each assignment team members to the assignments in its different tasks and their stages (Workplan is to be submitted on Form Tech-8. Work Schedule and is to be linked with Form Tech-5. Team Composition and Task Assignments and Form Tech-7. Staffing Schedule)</p>	<p>Comprehensive workplan having staff duty matrix, man-month hours, responsibilities of proposed staff linked with details of activities to be undertaken-<b>05 points</b></p> <p>Workplan is submitted without details as required under this section, no rational of activates and staff is given- <b>0 points</b></p>
<p>Total points for criterion (i):</p>	<p>[40]</p>

**Section 2. Instructions to Consultants and Datasheet (Criteria, sub criteria, and point system for the evaluation of Simplified Technical Proposals (STP))**

**(ii) Key professional staff qualifications and competence for the assignment: Total 60 points**

The minimum technical score required to pass this criteria (ii): **48 points**

(Marking under this criterion is solely dependent upon submission of complete CVs on form tech-6. Curriculum vitae (cv) for proposed professional staff of the all the positions stated below. In case of absence of CVs, the respective position will be awarded no or zero points)

<b>Team Composition</b>	<b>Required Number</b>	<b>Weights in percentages</b>
<b>a) Project Manager /Team Leader</b>	1 person 20 points	<b>100%</b>
Educational qualification in Economics, Public Policy, Sociology/Social Work is required from a reputed university (Specialization in labor economics will be an asset)		P.hd Economics, Public Policy, Sociology/Social Work with specialization in :labor economics - <b>30%</b> Masters or 16 years' graduation Economics, Public Policy, Sociology/Social Work with specialization in: labor economics - <b>20%</b> Any other qualification- <b>0%</b>
Experience is supervising, leading assignments of similar nature and have handled minimum three studies of similar nature in last three years (2016-17, 2015-16, 2014-15)		15 years' or more experience in supervising, leading assignment of similar nature, handled 3 studies in last three years- <b>60%</b> 10 years' or more but less than 15 years' experience in supervising, leading assignment of similar nature, handled 3 studies in last three years- <b>55%</b> 05 years' or more but less than 10 years' experience in supervising, leading assignment of similar nature, handled 3 studies in last three years- <b>40%</b> Any experience less than 05 years'- <b>0%</b>
Knowledge of region and language		Knowledge of dynamics of region and English, Urdu and Sindhi- <b>10%</b> Knowledge of dynamics of region and English and Urdu - <b>5%</b>
<b>b) Labour Market Specialist</b>	1 person 15 points	<b>100%</b>
Educational qualification Economics, Public Policy, Sociology/Social Work is required from a reputed university with a good knowledge of macro-economic policy is required from a reputed university		P.hd Economics, Public Policy, Sociology/Social Work with a good knowledge of macro-economic policy - <b>30%</b> Masters or 16 years' graduation Economics, Public Policy, Sociology/Social Work with a good knowledge of macro-economic policy - <b>20%</b> Any other qualification- <b>0%</b>
Experience and expertise in handling statistical and econometric software is considered essential (e.g. STATA, SPSSPC, SAS or any other relevant software program)		10 years' or more experience and expertise in handling statistical and econometric software - <b>60%</b> 07 years' or more but less than 10 years' experience in and expertise in handling statistical and econometric software - <b>50%</b> 05 or 06 years' experience in and expertise in handling statistical and econometric software <b>40%</b> Any experience less than 05 years'- <b>0%</b>
Knowledge of region and language		Knowledge of dynamics of region and English, Urdu and Sindhi- <b>10%</b> Knowledge of dynamics of region and English and Urdu - <b>5%</b>

**Section 2. Instructions to Consultants and Datasheet (Criteria, sub criteria, and point system for the evaluation of Simplified Technical Proposals (STP))**

Team Composition	Required Number	Weights in percentages
<b>c) Training Methodology Specialist</b>		<b>100%</b>
Educational qualification Economics, Public Policy, Sociology/Social Work is required from a reputed university	1 person 15 points	P.hd Economics, Public Policy, Sociology/Social Work - <b>30%</b> Masters or 16 years' graduation Economics, Public Policy, Sociology/Social Work - <b>20%</b> Any other qualification- <b>0%</b>
Experience as Training Specialist/ core person in training related areas, experience in training needs assessment		10 years' or more experience as training Specialist/ core person in training related areas, experience in training needs assessment - <b>60%</b> 07 years' or more but less than 10 years' experience as training Specialist/ core person in training related areas, experience in training needs assessment - <b>50%</b> 05 or 06 years' experience as training Specialist/ core person in training related areas, experience in training needs assessment - <b>40%</b> Any experience less than 05 years'- <b>0%</b>
Knowledge of region and language		Knowledge of dynamics of region and English, Urdu and Sindhi- <b>10%</b> Knowledge of dynamics of region and English and Urdu - <b>5%</b>
<b>d) Social Researchers for Training Needs Assessment</b>		<b>100%</b>
Educational qualification in Economics, Public Policy, Sociology/Social Work	5 persons 10 points (2 points each)	Graduate Economics, Public Policy, Sociology/Social Work - <b>20%</b> Intermediate Economics, Public Policy, Sociology/Social Work - <b>10%</b> Any other qualification - <b>0%</b>
Minimum two years of field work experience (data collection)		2 years' experience of field work to collect data-- <b>60%</b> Less than 2 years 'experience of field work-to collect data <b>0%</b>
Knowledge of region and language		Knowledge of dynamics of region and English, Urdu and Sindhi- <b>20%</b> Knowledge of dynamics of region and English and Urdu - <b>10%</b>
<b>Total points for criterion (ii):</b>		

**Total Weight for each position is**

**[100%]**

**Total points for the two criteria:**

**100**

The minimum technical score St required to pass is:

**80 Points**

The minimum financial score Sf required to pass is:

**20 Points**



## Section 3. Technical Proposal - Standard Forms

### Form Tech-1. Technical Proposal Submission Form

[Location, Date]

To: [Name and address of PA]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for Training Needs Assessment of Unemployed Youth in Sindh and Future Career Needs for Training Program – BBSHRRDB, in accordance with your Request for Proposal dated January 22, 2017 and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in the Data Sheet, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in the Data Sheet.

We understand you are not bound to accept any Proposal you receive.

We remain,  
Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:



**Form Tech-2. Consultant's Organization and Experience**

[Please provide the information on assignments for which your firm was legally contracted either individually or as a corporate entity or as one of the major companies within an association, for carrying out training needs assessment of unemployed youth in Sindh and future career needs for training initiatives in the region. It is a must to use the format below.]

Assignment name:	Approx. value of the contract (in Rs.):
Country: Location within country:	Duration of assignment (months):
Name of PA:	Total No of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in Rs):
Start date (month/year): Completion date (month/year):	No of professional staff-months provided by associated Consultants:
Name of associated Consultants, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

**Firm's Name:** \_\_\_\_\_

**Form Tech-3. Comments and Suggestions on the Terms of Reference**

[Please write here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out Training Needs Assessment of Unemployed Youth in Sindh and Future Career Needs for Training Program – BBSHRRDB. Such suggestions should be concise and justified with why they should be incorporated and how could these help in getting better outcomes from this assignment. These modifications or improvement should also be reflected in the proposed technical approach and methodology.]

### **Form Tech-4. 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 (50 pages, 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 you 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. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.
- b) **Work Plan.** In this chapter you 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. The work plan should be consistent with the Work Schedule of Form TECH-8.
- c) **Organization and Staffing.** In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.]

**Form Tech-5. Team Composition and Task Assignments**

<b>Professional Staff</b>				
<b>Name of Staff</b>	<b>Firm</b>	<b>Area of Expertise</b>	<b>Position Assigned</b>	<b>Task Assigned</b>

### Form Tech-6. Curriculum Vitae (CV) for Proposed Professional Staff

1. Proposed Position [only one candidate shall be nominated for each position]:
2. Name of Firm [Insert name of firm proposing the staff]:
3. Name of Staff [Insert full name]:
4. Date of Birth: Nationality:
5. Education [Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:
6. Membership of Professional Associations:
7. Other Training [Indicate significant training since degrees under 5 - Education were obtained]:
8. Countries of Work Experience: [List countries where staff has worked in the last ten years]:
9. Languages [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:
10. Employment Record [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

From [Year]: To [Year]:

Employer:

Positions held:

<p>11. Detailed Tasks Assigned [List all tasks to be performed under this assignment]</p>	<p>12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned [Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.] Name of assignment or project: Year: Location: PA: Main project features: Positions held: Activities performed:</p>
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**13. Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

\_\_\_\_\_  
[Signature of staff member or authorized representative of the staff]

Full name of authorized representative

Date:

\_\_\_\_\_  
Day/Month/Year





**Form Tech-8. Work Schedule**

N <sup>o</sup>	Activity <sup>1</sup>	Months <sup>2</sup>												
		1	2	3	4	5	6	7	8	9	10	11	12	n

1. Indicate all main activities of the assignment, including delivery of reports (e.g.: inception, interim, and final reports), and other benchmarks such as PA approvals. For phased assignments indicate activities, delivery of reports, and benchmarks separately for each phase.
2. Duration of activities shall be indicated in the form of a bar chart.

## Section 4. Financial Proposal - Standard Forms

### Form Fin-1. Financial Proposal Submission Form

[Location, Date]

To: [Name and address of PA]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for Training Needs Assessment of Unemployed Youth in Sindh and Future Career Needs for Training Program – BBSHRDB, in accordance with your Request for Proposal dated January 22, 2017 and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures<sup>1</sup>].

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Paragraph Reference 1.12 of the Data Sheet.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Firm:

Address:

1. Amounts must coincide with the ones indicated under Total Cost of Financial proposal in Form FIN-2.

**Form Fin-2. Summary of Costs**

Item	Costs
Total costs of Financial Proposals <sup>1</sup>	

1. Indicate the total costs excluding local taxes to be paid by the PA. Such total costs must coincide with the sum of the relevant Subtotals indicated in all Forms FIN-3 provided with the Proposal.

**Form Fin-3. Breakdown of Costs by Activity<sup>1</sup>**

<b>Group of Activities (Phase)<sup>2</sup>:</b>	<b>Description<sup>3</sup>:</b>
<b>Cost component</b>	<b>Costs</b>
Remuneration <sup>4</sup>	
Reimbursable Expenses <sup>4</sup>	
Sub total	

1. Form FIN-3 shall be filled at least for the whole assignment. In case some of the activities require different modes of billing and payment (e.g.: the assignment is phased, and each phase has a different payment schedule), the Consultant shall fill a separate Form FIN-3 for each group of activities. All Forms FIN-3 provided must coincide with the Total Costs of Financial Proposal indicated in Form FIN-2.
2. Names of activities (phase) should be the same as, or correspond to the ones indicated in the second column of Form TECH-8.
3. Short description of the activities whose cost breakdown is provided in this Form.
4. Remuneration and Reimbursable Expenses must respectively coincide with relevant Total Costs indicated in Forms FIN-4, and FIN-5

**Form Fin-4. Breakdown of Remuneration<sup>1</sup>**

Name <sup>2</sup>	Position <sup>3</sup>	Staff-Month Rate <sup>4</sup>
		Office
		Field

1. Form FIN-4 shall be filled in for the same Professional and Support Staff listed in Form TECH-7.
2. Professional Staff should be indicated individually; Support Staff should be indicated per category (e.g.: draftsmen, clerical staff).
3. Positions of the Professional Staff shall coincide with the ones indicated in Form TECH-5.
4. Indicate separately staff-month rate for office and field work.

## II. General Conditions of Contract

### 1. General Provisions

#### 1.1 Definitions

Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

- (a) "Applicable Law" means the Sindh Public Procurement Act, thereunder Rules 2010.
- (b) "Procuring Agency PA" means the implementing department which signs the contract
- (c) "Consultant" means a professional who can study, design, organize, evaluate and manage projects or assess, evaluate and provide specialist advice or give technical assistance for making or drafting policies, institutional reforms and includes private entities, consulting firms, legal advisors, engineering firms, construction managers, management firms, procurement agents, inspection agents, auditors, international and multinational organizations, investment and merchant banks, universities, research institutions, government agencies, nongovernmental organizations, and individuals.
- (d) "Contract" means the Contract signed by the Parties and all the attached documents listed in its Clause 1, that is General Conditions (GC), the Special Conditions (SC), and the Appendices.
- (e) "Contract Price" means the price to be paid for the performance of the Services, in accordance with Clause 6;
- (f) "Effective Date" means the date on which this Contract comes into force and effect pursuant to Clause GC 2.1.
- (g) "Foreign Currency" means any currency other than the currency of the PA's country.
- (h) "GC" means these General Conditions of Contract.
- (i) "Government" means the Government of Sindh.
- (j) "Local Currency" means Pak Rupees.
- (k) "Member" means any of the entities that make up the joint venture/consortium/association, and "Members" means all these entities.
- (l) "Party" means the PA or the Consultant, as the case may be, and "Parties" means both of them.
- (m) "Personnel" means persons hired by the Consultant or by any Sub-Consultants and assigned to the performance of the Services or any part thereof.
- (n) "SC" means the Special Conditions of Contract by which the GC may be amended or supplemented.
- (o) "Services" means the consulting services to be performed by the Consultant pursuant to this Contract, as described in the Terms of References.
- (p) "Sub-Consultants" means any person or entity to whom/which the Consultant subcontracts any part of the Services.
- (q) "In writing" means communicated in written form with proof of receipt.



**1.2 Law Governing Contract**

This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the applicable law

**1.3 Language**

This Contract is executed in the language specified in the SC, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.

**1.4 Notices**

1.4.1 Any notice, request or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the address specified in the SC.

1.4.2 A Party may change its address for notice hereunder by giving the other Party notice in writing of such change to the address specified in the SC.

**1.5 Location**

The Services shall be performed at such locations as are specified in special condition of contract and, where the location of a particular task is not so specified, at such locations, whether in the Government's country or elsewhere, as the PA may approve.

**1.6 Authority of Member in Charge**

In case the Consultant consists of a joint venture/ consortium/ association of more than one individual firms, the Members hereby authorize the individual firms or specified in the SC to act on their behalf in exercising all the Consultant's rights and obligations towards the PA under this Contract, including without limitation the receiving of instructions and payments from the PA.

**1.7 Authorized Representatives**

Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the PA or the Consultant may be taken or executed by the officials specified in the SC.

**1.8 Taxes and Duties**

The Consultant, Sub-Consultants, and their Personnel shall pay such direct or indirect taxes, duties, fees, and other impositions levied under the Applicable Law as specified in the SC, the amount of which is deemed to have been included in the Contract Price.

**1.9 Fraud and Corruption**

- A. If the PA determines that the Consultant and/or its Personnel, sub-contractors, sub-consultants, services providers and suppliers has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices, in competing for or in executing the Contract, then the PA may, after giving 14 days notice to the Consultant, terminate the Consultant's employment under the Contract, and may resort to other remedies including blacklisting/disqualification as provided in SPPR 2010.

Any personnel of the Consultant who engages in corrupt, fraudulent, collusive, coercive, or obstructive practice during the execution of the Contract, shall be removed in accordance with Sub-Clause 4.2.

**Integrity Pact**

- B. If the Consultant or any of his Sub-consultants, agents or servants is found to have violated or involved in violation of the Integrity Pact signed by the Consultant as Appendix-G to this Form of Contract, then the Client shall be entitled to:
- (a) recover from the Consultant an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by the Consultant or any of his Sub-consultant, agents or servants;
  - (b) terminate the Contract; and
  - (c) recover from the Consultant any loss or damage to the Client as a result of such termination or of any other corrupt business practices of the Consultant or any of his Sub-consultant, agents or servants.

On termination of the Contract under Sub-Para (b) of this Sub-Clause, the Consultant shall proceed in accordance with Sub-Clause 1.9 A. Payment upon such termination shall be made under Sub-Clause 1.9 A after having deducted the amounts due to the Client under 19 B Sub-Para (a) and (c).

**2. Commencement, Completion, Modification and Termination of Contract**

**2.1 Effectiveness of Contract**

This Contract shall come into effect on the date the Contract is signed by both Parties or such other later date as may be stated in the SC. The date the Contract comes into effect is defined as the Effective Date.

**2.2 Commencement of Services**

The Consultant shall begin carrying out the Services not later than the number of days after the Effective Date specified in the SC.

## **General Conditions of Contract**

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### **2.3 Expiration of Contract**

Unless terminated earlier pursuant to Clause GC 2.6 hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the SC.

### **2.4 Modifications or Variations**

Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party.

### **2.5 Force Majeure**

The failure on the part of the parties to perform their obligation under the contract will not be considered a default if such failure is the result of natural calamities, disasters and circumstances beyond the control of the parties.

#### **2.5.2 No Breach of Contract**

The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

#### **2.5.3 Extension of Time**

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

#### **2.5.4 Payments**

During the period of their inability to perform the Services as a result of an event of Force Majeure, the Consultant shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

### **2.6 Termination**

#### **2.6.1 By the PA**

The PA may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (f) of this Clause GC 2.6.1. In such an occurrence the PA shall give

## **General Conditions of Contract**

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a not less than thirty (30) days' written notice of termination to the Consultant, and sixty (60) days' in the case of the event referred to in (e).

- (a) If the Consultant does not remedy the failure in the performance of their obligations under the Contract, within thirty (30) days after being notified or within any further period as the PA may have subsequently approved in writing.
- (b) If the Consultant becomes insolvent or bankrupt.
- (c) If the Consultant, in the judgment of the PA has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
- (d) If, as the result of Force Majeure, the Consultant(s) are unable to perform a material portion of the Services for a period of not less than sixty (60) days.
- (e) If the PA, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.
- (f) If the Consultant fails to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause GC 8 hereof.

### **2.6.2 By the Consultant**

The Consultants may terminate this Contract, by not less than thirty (30) days' written notice to the PA, such notice to be given after the occurrence of any of the events specified in paragraphs (a) through (c) of this Clause GC 2.6.2:

- (a) If the PA fails to pay any money due to the Consultant pursuant to this Contract without consultants fault.
- (b) Pursuant to Clause GC 7 hereof within forty-five (45) days after receiving written notice from the Consultant that such payment is overdue.
- (c) If, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) days.
- (d) If the PA fails to comply with any final decision reached as a result of arbitration pursuant to Clause GC 8 hereof.

### **2.6.3 Payment upon Termination**

Upon termination of this Contract pursuant to Clauses GC 2.6.1 or GC 2.6.2, the PA shall make the following payments to the Consultant:

- (a) payment pursuant to Clause GC 6 for Services satisfactorily performed prior to the effective date of termination;
- (b) except in the case of termination pursuant to paragraphs (a) through (c), and (f) of Clause GC 2.6.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract, including the cost of the return travel of the Personnel and their eligible dependents.

## **3. Obligations Of The Consultant**

### **3.1 General**

#### **3.1.1 Standard of Performance**

## **General Conditions of Contract**

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The Consultant shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Consultant shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the PA, and shall at all times support and safeguard the PA's legitimate interests in any dealings with Sub-Consultants or third Parties.

### **3.2 Conflict of Interests**

The Consultant shall hold the PA's interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.

#### **3.2.1 Consultants not to Benefit from Commissions, Discounts, etc.**

The payment of the Consultant pursuant to Clause GC 6 shall constitute the Consultant's only payment in connection with this Contract or the Services, and the Consultant shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Consultant shall use their best efforts to ensure that the Personnel, any Sub-Consultants, and agents of either of them similarly shall not receive any such additional payment.

#### **3.2.2 Consultant and Affiliates not to be Otherwise Interested in Project**

The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, as well as any Sub-Consultants and any entity affiliated with such Sub-Consultants, shall be disqualified from providing goods, works or services (other than consulting services) resulting from or directly related to the Consultant's Services for the preparation or implementation of the project.

#### **3.2.3 Prohibition of Conflicting Activities**

The Consultant shall not engage, and shall cause their Personnel as well as their Sub-Consultants and their Personnel not to engage, either directly or indirectly, in any business or professional activities which would conflict with the activities assigned to them under this Contract.

### **3.3 Confidentiality**

Except with the prior written consent of the PA, the Consultant and the Personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Consultant and the Personnel make public the recommendations formulated in the course of, or as a result of, the Services.



**3.4 Insurance to be Taken Out by the Consultant**

The Consultant (a) shall take out and maintain, and shall cause any Sub-Consultants to take out and maintain, at their (or the Sub-Consultants', as the case may be) own cost but on terms and conditions approved by the PA, insurance against the risks, and for the coverage, as shall be specified in the SC; and (b) at the PA's request, shall provide evidence to the PA showing that such insurance has been taken out and maintained and that the current premiums have been paid.

**3.5 Consultant's Actions Requiring PA's Prior Approval**

The Consultant shall obtain the PA's prior approval in writing before taking any of the following actions:

- (a) entering into a subcontract for the performance of any part of the Services,
- (b) appointing such members of the Personnel not listed by name in Appendix C, and
- (c) any other action that may be specified in the SC.

**3.6 Reporting Obligations**

- (a) The Consultant shall submit to the PA the reports and documents specified in (PA may insert appendix) hereto, in the form, in the numbers and within the time periods set forth in the said Appendix.
- (b) Final reports shall be delivered in CD ROM in addition to the hard copies specified in said Appendix.

**3.7 Documents Prepared by the Consultant to be the Property of the PA**

- (a) All plans, drawings, specifications, designs, reports, other documents and software submitted by the Consultant under this Contract shall become and remain the property of the PA, and the Consultant shall, not later than upon termination or expiration of this Contract, deliver all such documents to the PA, together with a detailed inventory thereof.
- (b) The Consultant may retain a copy of such documents and software. Restrictions about the future use of these documents, if any, shall be specified in the SC.

**3.8 Accounting, Inspection and Auditing**

- 3.8.1 The Consultant shall keep, and shall cause its Sub-consultants to keep, accurate and systematic accounts and records in respect of the Contract, in accordance with internationally accepted accounting principles and in such form and detail as will clearly identify relevant time changes and costs.
- 3.8.2 The Consultant shall permit, and shall cause its Sub-consultants to permit, the PA and/or persons appointed by the PA to inspect its accounts and records relating to the



performance of the Contract and the submission of the Proposal to provide the Services, and to have such accounts and records audited by auditors appointed by the PA if requested by the PA. The Consultant's attention is drawn to Clause 1.9.1 which provides, inter alia, that acts intended to materially impede the exercise of the PA's inspection and audit rights provided for under Clause 3.8 constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to the PA's prevailing sanctions procedures.).

## **4. Consultant's Personnel**

### **4.1 Description of Personnel**

The Consultant shall employ and provide such qualified and experienced Personnel and Sub-Consultants as are required to carry out the Services. The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Consultant's Key Personnel are described in Appendix C. The Key Personnel and Sub-Consultants listed by title as well as by name in Appendix C are hereby approved by the PA.

### **4.2 Removal and/or Replacement of Personnel**

- (a) Except as the PA may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Consultant, such as retirement, death, medical incapacity, among others, it becomes necessary to replace any of the Key Personnel, the Consultant shall provide as a replacement a person of equivalent or better qualifications.
- (b) If the PA finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Consultant shall, at the PA's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the PA.
- (c) The Consultant shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

## **5. Obligations of the PA**

### **5.1 Assistance and Exemptions**

The PA shall use its best efforts to ensure that the Government shall provide the Consultant such assistance and exemptions as specified in the SC.

### **5.2 Change in the Applicable Law Related to Taxes and Duties**

If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost incurred by the Consultant in performing the Services, then the remuneration and reimbursable expenses otherwise payable to the Consultant under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred to in Clauses GC 6.2 (a) or (b), as the case may be.

### **5.3 Services and Facilities**

The PA shall make available free of charge to the Consultant the Services and Facilities listed under Appendix F.

## **6. Payments to the Consultant**

### **6.1 Security**

The consultant has to submit bid security and the performance security at the rate mention in SC.

### **6.2 Lump-Sum Payment**

The total payment due to the Consultant shall not exceed the Contract Price which is an all inclusive fixed lump-sum covering all costs required to carry out the Services described in Appendix A. Except as provided in Clause 5.2, the Contract Price may only be increased above the amounts stated in Clause 6.2 if the Parties have agreed to additional payments in accordance with Clause 2.4.

### **6.3 Contract Price**

The price payable in Pak Rupees/foreign currency/ is set forth in the SC.

### **6.4 Payment for Additional Services**

For the purpose of determining the remuneration due for additional services as may be agreed under Clause 2.4, a breakdown of the lump-sum price is provided in Appendices D and E.

### **6.5 Terms and Conditions of Payment**

Payments will be made to the account of the Consultant and according to the payment schedule stated in the SC. Unless otherwise stated in the SC, the first payment shall be made against the provision by the Consultant of an advance payment guarantee for the same amount, and shall be valid for the period stated in the SC. Such guarantee shall be in the form set forth in Appendix G

hereto, or in such other form, as the PA shall have approved in writing. Any other payment shall be made after the conditions listed in the SC for such payment have been met, and the Consultant has submitted an invoice to the PA specifying the amount due.

## **7. Good Faith**

### **7.1 Good Faith**

The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

## **8. Settlement of Disputes**

### **8.1 Amicable Settlement**

The Parties agree that the avoidance or early resolution of disputes is crucial for a smooth execution of the Contract and the success of the assignment. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

### **8.2 Dispute Resolution**

Any dispute between the Parties as to matters arising pursuant to this Contract that cannot be settled amicably within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement may be submitted by either Party for settlement in accordance with the provisions specified in the SC.

### III. Special Conditions of Contract

Number of GC Clause Amendments of, and Supplements to, Clauses in the General Conditions of Contract

- {1.1} Sindh Public Procurement Act and Sindh Public Procurement Rules 2010.
- 1.3 The language is English.
- 1.4 The addresses are:
- Procuring Agency:  
Attention:  
Facsimile:  
E-mail:  
Consultant:  
Attention:  
Facsimile:  
E-mail:
- {1.6} {The Member in Charge is [insert name of member]}
- Note: If the Consultant consists of a joint venture/ consortium/ association of more than one entity, the name of the entity whose address is specified in Clause SC 1.6 should be inserted here. If the Consultant consists only of one entity, this Clause SC 1.8 should be deleted from the SC.
- 1.7 The Authorized Representatives are:  
For the PA:  
For the Consultant:
- 1.8 PA shall specify all relevant taxes including stamp duty and service charges to be borne by the consultant. In case there is exemption from any rates, taxes, the same shall be mentioned here.
- The Consultant must be informed in Clause Reference 3.7 of the Data Sheet about which alternative the PA wishes to apply.
- The PA warrants that the Consultant, the Sub-Consultants and the Personnel shall be exempt from (or that the PA shall pay on behalf of the Consultant, the Sub-Consultants and the Personnel, or shall reimburse the Consultant, the Sub-Consultants and the Personnel for) any indirect taxes, duties, fees, levies and other impositions imposed, under the Applicable Law, on the Consultant, the Sub-Consultants and the Personnel in respect of:
- (a) any payments whatsoever made to the Consultant, Sub-Consultants and the Personnel (other than nationals or permanent residents of Pakistan ), in connection with the carrying out of the Services;

## Special Conditions of Contract

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(b) any equipment, materials and supplies brought into the Government's country by the Consultant or Sub-Consultants for the purpose of carrying out the Services and which, after having been brought into such territories, will be subsequently withdrawn there from by them;

(c) any equipment imported for the purpose of carrying out the Services and paid for out of funds provided by the PA and which is treated as property of the PA;

(d) any property brought into the province by the international Consultant, any Sub-Consultants or the Personnel or the eligible dependents of such Personnel for their personal use and which will subsequently be withdrawn there from by them upon their respective departure from the Government's country, provided that:

(1) the Consultant, Sub-Consultants and Personnel, and their eligible dependents, shall follow the usual customs procedures of the Government's country in importing property into the Government's country; and

(2) if the Consultant, Sub-Consultants or Personnel, or their eligible dependents, do not withdraw but dispose of any property in the Pakistan for which customs duties and taxes have been exempted, the Consultant, Sub-Consultants or Personnel, as the case may be, (i) shall bear such customs duties and taxes in conformity with the regulations of the Government's country, or (ii) shall reimburse them to the PA if they were paid by the PA at the time the property in question was brought into the Government's country.

2.2 The date for the commencement of Services is [insert date].

2.3 The time period shall be [insert time period, e.g.: twelve months, eighteen months ].

3.4 The risks and the coverage shall be as follows:

(a) Third Party motor vehicle liability insurance in respect of motor vehicles operated by the Consultant or its Personnel or any Sub-Consultants or their Personnel, with a minimum coverage of [insert amount and currency];

(b) Third Party liability insurance, with a minimum coverage of [insert amount and currency];

(c) professional liability insurance, with a minimum coverage of [insert amount and currency];

(d) employer's liability and workers' compensation insurance in respect of the Personnel of the Consultant and of any Sub-Consultants, in accordance with the relevant provisions of the Applicable Law, as well as, with respect to such Personnel, any such life, health, accident, travel or other insurance as may be appropriate; and

(e) insurance against loss of or damage to (i) equipment purchased in whole or in part with funds provided under this Contract, (ii) the Consultant's

## Special Conditions of Contract

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property used in the performance of the Services, and (iii) any documents prepared by the Consultant in the performance of the Services.

Note: Delete what is not applicable

{3.5 (c)} {The other actions are: [insert actions].}

Note: If there are no other actions, delete this Clause SC 3.5 (c).

{3.7 (b)} Note: If there is to be no restriction on the future use of these documents by either Party, this Clause SC 3.7 should be deleted. If the Parties wish to restrict such use, any of the following options, or any other option agreed to by the Parties, may be used:

{The Consultant shall not use these documents and software for purposes unrelated to this Contract without the prior written approval of the PA.}

{The PA shall not use these documents and software for purposes unrelated to this Contract without the prior written approval of the Consultant.}

{Neither Party shall use these documents and software for purposes unrelated to this Contract without the prior written approval of the other Party.}

{5.1} Note: List here any assistance or exemptions that the PA may provide under Clause 5.1. If there is no such assistance or exemptions, state "not applicable."

6.1 Procuring Agency shall indicate bid security not less than 1% and above 5%  
Performance security shall not exceed 10% of contract amount

6.3 The amount in Pak Rupees or in foreign Currency [insert amount].

6.5 The accounts are:

for foreign currency or currencies: [insert account]

for local currency: [insert account]

Payments shall be made according to the following schedule:

(a) Twenty (10) percent of the Contract Price shall be paid on the commencement date against the submission of a demand guarantee for the same.

(b) Ten (20) percent of the lump-sum amount shall be paid upon submission of the inception report.

(c) Twenty-five (25) percent of the lump-sum amount shall be paid upon submission of the interim report.

(d) Twenty-five (25) percent of the lump-sum amount shall be paid upon submission of the draft final report.

(e) Twenty (20) percent of the lump-sum amount shall be paid upon approval of the final report.

(f) The demand guarantee shall be released when the total payments reach fifty (50) percent of the lump-sum amount.

Note: This sample clause should be specifically drafted for each contract.



8.2 Disputes shall be settled by complaint redressal committee define in SPPR 2010 or through arbitration Act of 1940.in accordance with the following provisions:

## Draft Contract

THIS CONTRACT ("Contract") is entered into this [insert starting date of assignment], by and between [insert PA's name] ("the PA") having its principal place of business at [insert PA's address], and [insert Consultant's name] ("the Consultant") having its principal office located at [insert Consultant's address].

WHEREAS, the PA wishes to have the Consultant performing the services hereinafter referred to, and WHEREAS, the Consultant is willing to perform these services,

NOW THEREFORE THE PARTIES hereby agree as follows:

**1. Services** (i) The Consultant shall perform the services specified in Annex A, "Terms of Reference and Scope of Services," which is made an integral part of this Contract ("the Services").

(ii) The Consultant shall provide the reports listed in Annex B, "Consultant's Reporting Obligations," within the time periods listed in such Annex, and the personnel listed in Annex C, "Cost Estimate of Services, List of Personnel and Schedule of Rates" to perform the Services.

**2. Term** The Consultant shall perform the Services during the period commencing [insert start date] and continuing through [insert completion date] or any other period as may be subsequently agreed by the parties in writing.

**3. Payment** **A. Ceiling**

For Services rendered pursuant to Annex A, the PA shall pay the Consultant an amount not to exceed [insert amount]. This amount has been established based on the understanding that it includes all of the Consultant's costs and profits as well as any tax obligation that may be imposed on the Consultant.

**C. Payment Conditions**

Payment shall be made in [specify currency], no later than 30 days following submission by the Consultant of invoices in duplicate to the Coordinator designated in paragraph 4.

**4. Economic**

**Price Adjustment** In order to adjust the remuneration for inflation, a price adjustment provision has been included if the contract has duration of more than 18 months or if the inflation is expected to exceed ----% per annum. The adjustment will be made every 12 months after the date of the contract for remuneration. Remuneration will be adjusted by using the relevant index as per following provision:

“Payments for remuneration made in accordance with Clause 3 shall be adjusted as follows:

Remuneration pursuant to the rates set forth in Annex C shall be adjusted every 12 months (and, for the first time, with effect for the remuneration earned in the [13] th calendar month after the date of the Contract) by applying the following formula:

$$R_1 = R_{10} \times 1.1^{I_1 - I_{10}}$$

where  $R_1$  is the adjusted remuneration,  $R_{10}$  is the remuneration payable on the basis of the rates set forth in Annex C for payable remuneration,  $I_1$  is the official rate of inflation for the first month for which the adjustment is to have effect and,  $I_{10}$  is the official rate of inflation for the month of the date of the Contract.”]

## 5. Project

### Administration A. Coordinator

The PA designates Mr./Ms. [insert name] as PA’s Coordinator; the Coordinator shall be responsible for the coordination of activities under the Contract, for receiving and approving invoices for payment, and for acceptance of the deliverables by the PA.

### B. Timesheets

During the course of their work under this Contract the Consultant’s employees providing services under this Contract may be required to complete timesheets or any other document used to identify time spent, as instructed by the Coordinator.

### C. Records and Accounts

The Consultant shall keep accurate and systematic records and accounts in respect of the Services, which will clearly identify all charges and expenses. The PA reserves the right to audit, or to nominate a reputable accounting firm to audit, the Consultant’s records relating to amounts claimed under this Contract during its term and any extension, and for a period of three months thereafter.

## 6. Performance

### Standard

The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the PA considers unsatisfactory.

**7. Confidentiality** The Consultants shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the PA’s business or operations without the prior written consent of the PA.

**8. Ownership of Material**

Any studies, reports or other material, graphic, software or otherwise, prepared by the Consultant for the PA under the Contract shall belong to and remain the property of the PA. The Consultant may retain a copy of such documents and software.

**9. Consultant Not to be Engaged in Certain Activities**

The Consultant agrees that, during the term of this Contract and after its termination, the Consultants and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than the Services or any continuation thereof) for any project resulting from or closely related to the Services.

**10. Insurance**

The Consultant will be responsible for taking out any appropriate insurance coverage for their personnel and equipments.

**11. Assignment**

The Consultant shall not assign this Contract or Subcontract any portion thereof it without the PA's prior written consent.

**12. Law Governing Contract and Language**

The Contract shall be governed by the laws of Islamic Republic of Pakistan or the Provincial Government and the language of the Contract shall be English.

**13. Dispute Resolution**

Any dispute arising out of this Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with the Arbitration Act of 1940

FOR THE PA

FOR THE CONSULTANT

Signed by \_\_\_\_\_

Signed by \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

## Terms of Reference for Carrying Training Needs Assessment of Unemployed Youth in Sindh and Future Career Needs for Training Program – BBSHRRDB

### 1. Background and Introduction

- 1.1 Benazir Bhutto Shaheed Human Resource Research and Development Board [BBSHRRDB] Act of Provincial Assembly, Sindh Number XXXV of 2013 marked a watershed moment in Sindh Government's history; by establishing a permanent structure within folds of Government of Sindh with comprehensive and long-term vision to continue addressing the twin issues of poverty and un-employment through Human resource development in the province of Sindh to maintain a robust economy.
- 1.2 The Board desires to conduct a "Training Needs Assessment (TNA) Study across Sindh with a view to design and implement more beneficial, customized & need based training programs for holistic development of youth in Sindh to enable them to become an active partner in social development process
- 1.3 It is expected that the study will be conducted in two phases simultaneously (one will be to analyze market demand and the second to assess training needs of youth), as both the phases are complementary to each other and their results should be integrated hence, following points need to be considered in the firm proposal regarding the two studies.

### 2. Objectives of the Study (may undergo modifications at contract negotiation stage)

- 2.1 The overall objective of the study is to assess the training needs of youth (18-35 years) in Sindh.
- 2.2 The specific objectives are to:
  - i. Identify trades/areas for skill development training where there is:
    - a. high demand from business owner/employers; {industrialists and others}
    - b. high demand from the labour pool;
    - c. high probability of enterprise setup
    - d. a good fit with the certified training programs that the Board supports
  - ii. Assess the training needs of the youth in the following three age-groups (15-18 Years, 19-25 Years and 26 to 35 years
  - iii. Ascertain the reasons behind the willingness of youth to take training in a particular trade/area and what will be the impact of desired training on their living status.
  - iv. Recommendations on category wise trades/areas in which youth require training.

While addressing the above objectives, it is envisaged that the following issues may also be probed.

- Training needs of trainees (gender wise/area wise/education wise/social status wise)

- Mapping of already available avenues of trainings (district wise).
- district-wise training needs assessment reports along with graphical representations, wherever necessary.

### **3 Demographics:**

- 3.1 The training program under discussion has been functional since 2009 in all districts of Sindh; and approx. 300,000 youth have been trained including illiterate, semi-literate and literate male and female between the age bracket of 18-35 years in various trades.

### **4 Scope of Work: (not limited to.)**

- 4.1 The Board intends to engage a consultant firm to conduct ' Training Needs Assessment (TNA) Study of the following aspects:

- i. Review of current training programs, while focusing on specific trade, rather than the entire sector to determine scope of their employability
- ii. Devise a plan to assess and report challenges/capacity gaps with respect to profile of trainees and training approach / methodology / duration and content for each level of trainee;
- iii. Design survey questionnaires, interview schedules, focus group topics and/or supplementary materials and capacity building activities for staff concerned.
- iv. Identify employable trades which are not currently in training (s) and expected employment opportunities on regional, national and international levels.
- v. Identify potential employers, trade wise.

### **5 Time Frame:**

The study is to be completed in 04 months. The details for preparation and time frame for submission of reports are detailed in reporting section

### **6 Sampling:**

6.1 Selection of Districts (all districts of Sindh)

6.2 Selection of respondents (shall be selected in consultation with the Client)

6.3 Sample of employable trade categories in terms of priorities

- a. Urgent priority: jobs/skills that usually needed but not exist or have shortage in market
- b. Normal priority: usually needed skills and usually available in market.
- c. Low priority: sometimes needed skills and usually available in market.
- d. Less priority: rarely needed skills but always exist in market.

### **7 Methodology:**

Proposed methodology should discuss execution of study in terms of following:

7.1 Document understanding of the study and proposed approach along with a comprehensive work plan

7.2 Research sample type and size should be the most effective one for each of the selected trade or sectors (in terms of valid research results and budget)

7.3 The most appropriate data collection methods/instruments should be suggested and designed for each trade /sector. Collection methods should be identified and designed to suit the specific characteristics of each employable trade or employable sector and with varied trainee needs



7.4 Methods/instruments may include any one or any combination of the following:

- i. Telephone / physically surveys;
- ii. Questionnaires (mail, fax, and/or web-based); and/or
- iii. Focus groups from a particular industry group/trade
- iv. Determine the most appropriate data analysis tools.

7.5 Indicate the analysis method/ assessment criteria that will be used to determine priorities for new training areas that will best meet industry’s needs at this time

**8. Reporting Requirements and Time Schedule for Deliverables**

The firm shall submit progressive periodic deliverable reports for review to the client during the course of their assignment

Sr #	Description of Services	Time Frame
1	<b>Inception Report</b> - Outline of overall methodology to be used, detailed staff provision, Work plan, survey strategy, Formats for Reporting/tools for data sampling, collection, analysis timeline for data collection.	Within 6 days of Effectiveness of the Contract.
2	Desk review of the available documents	Within 10 days of Effectiveness of the Contract.
3	Conduct the study, including data collection, managing the data and, organization and archive data. Analyze the data, ensuring that the analysis supports the objectives of the study and the Board.	Within 90 days of Effectiveness of the Contract.
4	Draft report documenting the results of the data collection (02 copies in hard form and in soft form)	Within 07 working days of completion of survey/study
5	Incorporation of feedback and submission of <b>Final Report</b> having entire analysis & evaluation of data with respect to Input, Process and Output; including executive presentation.	Within 07 working days of receiving input/comments from client on the draft report survey/study

**9. Qualification of Key Professional Staff (Whose CV and Experience would be evaluated).**

The consultant should have considerable experience and professional expertise in the skill development sector relating to training needs assessments. Details are specified under Criteria, sub criteria, and point system for the evaluation of Simplified Technical Proposals (STP)