

**REQUEST FOR PROPOSAL**  
**(RFP)**



Hiring Of Service Provider

For

Third Party Evaluation of National Internship Programme (NIP)  
of Prime Minister's Youth Training Scheme (PMYTS)

<b>Name of Organization</b>	
<b>Date of Submission</b>	
<b>Project</b>	

**GOVERNMENT OF PAKISTAN  
MINISTRY OF INTER PROVINCIAL COORDINATION  
NATIONAL INTERSHIP PROGRAM  
10<sup>th</sup> FLOOR, SHAHEED-E-MILLAT SECRETARIATE, ISLAMABAD.**

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## **Section 1: REQUEST FOR PROPOSALS OF EVALUATION FIRM/CONSULTANT**

1.1 National Internship Program (NIP) is an apex body designed to provide a basis for youth training and development as well as experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Youth training gives students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers, both in the public as well as private sector, the opportunity to guide and evaluate talent.

Youth in any nation represents the future of that country. They have a vital role to play in the development of the country, a duty they must perform. In Pakistan youth is about 55% of the total population and has immense energy/potential which is a valuable asset for the country. The government intends to equip youth and enhance their capabilities with on-the job training programs in public and private sector organizations, to provide them opportunities to improve themselves for future job prospects. If properly harnessed, Pakistan's youth bulge can drive innovation and entrepreneurship. The Government of Pakistan (GoP) is committed to address unemployment through major investments in the nation's youth. Under the Prime Minister's Youth Program (PMYP) the government is providing young people with skills, training and access to finance. NIP and other on the job trainings will help youth transition to work life.

1.2 Further to the Strategic vision of NIP, the program is intended to benefit unemployed, educated youth to help them become viable and dynamic human resource for the growing economy. To translate the vision of NIP, its brief mission statement is "to provide solution to youth inexperience, enhance employability of unemployed educated youth, provide them temporary financial relief and improve public/private sector service delivery through paid internships".

1.3 NIP is considering appointment of a Firm/Consultant hereinafter referred as the "Firm/Consultant" (and/or Firm/Consultant) having specialization in Monitoring & Evaluation of different programs/project/schemes. This Request for Proposals (RFP) is issued on the basis of the terms and conditions and terms of references detailed in the document.

1.4 It is further informed that:

- i. Sealed bids are invited as per the mentioned Description of Services and Evaluation Criteria in the RFP.
- ii. Firms should submit a single package containing two separate envelopes clearly marked **TECHNICAL PROPOSAL** and **FINANCIAL PROPOSAL** in bold and legible letters as per PPRA Rule 22(1) which states as follows:-  
"The bids shall be submitted in a sealed package in such manner that the contents are fully enclosed and cannot be known until duly opened"
- iii. All Communication, queries or enquiries about this RFP must be made in writing within 05 working days, from the date of appearance of the first public announcement/ advertisement.
- iv. Interested firms are requested to submit their bids on or before the 15<sup>th</sup> calendar day from the date of appearance of the first public announcement/ advertisement. All the Technical proposals would be opened on the same day at 11:30 am in the presence of all the Firm/Consultants who may wish to be present.

- v. Exact date and time for opening of Financial Proposals shall also be specified on the NIP website ([www.nip.gov.pk](http://www.nip.gov.pk))
- vi. The proposal shall comprise the documents and forms listed.
- vii. Selection of the Firm/Consultant shall be based on “Quality and Cost based selection” as per PPRA Rules under S.R.O. 1077(I)/2010 Clause B which defines the Procedure for Selection under the quality and cost based as under:
  - (a) The technical proposals shall be evaluated and the procuring agency may discuss technical details, if it may deem necessary;
  - (b) The financial proposals of technically responsive proposals shall be opened in the presence of the applicants or their representatives who may wish to attend the opening session; and
  - (c) A combined evaluation of technical and financial proposals shall follow and the applicant with the winning proposal will be accepted;
  - (d) The Percentage distribution for the assessment of each bid submitted will be as per the following: 70% Quality; 30% Cost
- (viii) NIP shall follow the Public Procurement Regulatory Authority Ordinance, 2002, and all Rules and Regulations made thereunder. Relevant legislation in this regard is available at ([www.ppra.org.pk](http://www.ppra.org.pk)).

## **INFORMATION FOR FIRMS /CONSULTANTS SUBMITTING RESPONSE TO RFP**

Name of Procuring Agency	National Internship Program (NIP)
Last date for response submission	at 1100 Hours on the 15 <sup>th</sup> calendar day from the date of appearance of the first public announcement/ advertisement
Opening Date & Time	Same day as the submission deadline at 1130 Hours
Opening Place	10 <sup>th</sup> Floor, NIP OFFICE, Shaheed-e-Millat Secretariat, Islamabad.
Contact Person	Director, NIP
Phone and email:	051-9205978, <a href="mailto:evaluation.pmyts@gmail.com">evaluation.pmyts@gmail.com</a>

## **Section 2: PRELIMINARY PARAMETERS FOR FIRMS CONSULTANTS**

2.1 NIP is the implementing and executing agency of Prime Minister’s Youth Training Scheme as per PC-1 of the scheme. In order to evaluate post implementation phase as a third party evaluator, NIP has decided to hire a Firm/Consultant of national repute with relevant experience (proved through references) to help NIP to accomplish its task within the prescribed time. NIP will select a firm having a countrywide presence after an open, transparent bidding process, in accordance with ‘Quality (70% weightage) and cost based (30% weightage) selection’ method.

2.2 The firm/organization should not be blacklisted, permanently or temporarily by any government body. The Firm/Consultant are required to provide an undertaking that they are not a blacklisted firm/ agency from any Government/ Private organization and the details which are being provided to NIP are authentic and credible.

2.3 FIRMS/ORGANIZATIONS are invited to submit a sealed package containing Technical Proposal and a Financial Proposal, in separate marked sealed envelopes as per PPRA Rules 36 (b) (i) and (ii), for consulting services. The proposal will be the basis for contract negotiations and ultimately for a signed contract with the Firm/Consultant.

2.4 Please note that (i) the costs of preparing the proposal and of negotiating the contract, including visits to NIP Office are not reimbursable as a direct cost of the assignment; and (ii) NIP is not bound to accept any of the proposals submitted.

2.5 NIP requires that the selected Firm/Consultant shall provide professional, objective, and impartial advice and at all times holds the Government of Pakistan (GoP) interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. No Firm/Consultant shall be hired for the assignment if the selection is in conflict with their prior or current obligations to other governments, any GoP office, or that may place them in a position of not being able to carry out the assignment in the best interest of GoP.

2.6 The NIP shall open the Technical Proposal on the fixed date as mentioned above. The envelope with the Financial Proposal shall remain sealed and securely stored.

2.7 The evaluation committee shall evaluate the Technical Proposal on the basis of their responsiveness of the RFP, applying the selection criteria and point system specified in the document. Each proposal shall be given a technical score. The proposals will be accepted only on a turnkey basis; no partial bid will be accepted. Proposals shall be rejected at this stage if these do not respond to important aspects of the RFP or if these fail to achieve the minimum technical score indicated. Financial bids of all such “Firm/Consultants” will be returned back.

2.8 The technical and financial bids would be evaluated in following manner:-

Technical Bid Score:  $(\text{Marks obtained by firm} / 100) * 70 =$

Financial Bid Score:  $(M/B) * W =$

Where,

M → Minimum Bid

B → the Bid

W → Weight (30%)

Total Score = Technical Bid Score + Financial Bid Score

2.9 If an RFP is determined to be unclear or deficient in one or more aspects, but these deficiencies are capable of being clarified or remedied, the evaluation committee may prepare a list of questions for the Firm/Consultant to provide it with an opportunity to clarify or remedy its RFP. If the clarifications and amendments by the Firm/Consultant do not overcome the deficiencies, the evaluation committee may, at its sole and absolute discretion, decide to reject the proposal.

2.10 At any time up to three (03) days prior to the proposal submission deadline, the Firm/Consultant may amend the RFP by issuing an amendment in writing. If the NIP makes an amendment in the RFP, the said amendment shall be sent to all Firms/Organizations which may have submitted their bids and shall be binding on them. The Firms shall acknowledge receipt of all amendments in writing.

2.11 If the amendment is substantial, NIP may extend the proposal submission deadline as per PPRA rules to give the Firms/Organizations reasonable time to take an amendment into account in their proposals.

2.12 The Firm shall submit a signed and complete proposal comprising the documents and forms. The submission shall be done only by way of a physical copy (i.e. not electronically).

2.13 The selected firm will sign a lump- sum contract against the following deliverables. The signed value shall not change and the payment terms would be as follows; the deadlines of every event shall be specified in the signed contract

<b>S.#</b>	<b>Payment Term</b>	<b>Percentage allocation</b>	<b>Deliverable/ Event</b>
1.	Mobilization Advance	20% of the total amount	Contract Signing
2.	Quarterly Installments 1	17.5% of the total amount	Base Line Report
3.	Quarterly Installments 2	17.5% of the total amount	First Evaluation Report
4.	Quarterly Installments 3	17.5% of the total amount	Success stories and case studies
5.	Quarterly Installments 4	17.5% of the total amount	Final Evaluation Report
6.	Final payment	10% of the total amount	Final Assessment Report

2.14 The Earnest Money (Bid Security) shall be 2.5% of the bid price in the form of Bank Draft/Pay Order in favor of “National Internship Program” and should be placed in the Technical Bid Envelope.

2.15 NIP reserves the right to accept or reject any or all Proposals as per PPRA rules.

2.16 The bid(s) can be submitted by the firm in their individual capacity or as a JV/consortium of not more than two companies. The Firm/Consultant must have a sound understanding of and demonstrable capability to provide and manage impact assessment/evaluation assignments. To this effect, they must have been in the business of conducting impact evaluations of programs of similar nature in public sector organizations.

2.17 Proposals submitted by a JV/consortium should further comply with the following:-

- a. The number of members in the consortium will not exceed two. One of the members will be designated as Lead Firm and JV Member. The Lead Firm must have provided services in conducting relevant assignments as envisaged from its work experience and should have demonstrated financial soundness. The JV members of the consortium shall enter in to a Memorandum of Understanding for the express purpose of this project, explicitly agreeing to remain partners throughout the period of contract and extended periods if applicable, and this document will be submitted along with the proposal. NIP will only make a payment to the Lead Firm.

- b. The proposal should clearly delineate the roles, functions; responsibilities lead firm and JV members against scope of the work. Each member of the consortium would explicitly agree to fulfill each and every part of their obligation within the project individually and collectively. This agreement will constitute a part of the MOU as well as the Power of Attorney defined below.

2.18 Without limitation to the generality of this rule, the selected firm/organization shall not be hired if their main organization or any of their affiliates are hired for any assignment which, by its nature, may be in conflict with another assignment of the Firm/Consultant.

2.19 As pointed out in above para, Firm/Consultant may be hired for downstream work when continuity is essential based on the exclusive decision of NIP whether or not to have the downstream assignment carried out, and if it is carried out, which Firm/Consultant is hired for the purpose.

### **Section 3: CLARIFICATION AND AMENDMENT OF RFP DOCUMENTS**

#### **3.1 CLARIFICATION**

Firm/Consultant may request a clarification of RFP document not later than 5 days before the proposal submission date. Any request for clarification must be sent in writing by paper mail, facsimile, or electronic mail (duly signed) to NIP's address given below. NIP will respond by facsimile or electronic mail to such requests and will send written copies of the response (including an explanation of the query, but without identifying the source of inquiry) to all participating Firm/Consultant who intend to submit proposals.

The address for requesting clarifications is:-

Assistant Director (NIP)  
NATIONAL INTERNSHIP PROGRAM M/o IPC,  
10<sup>th</sup> Floor, NIP Office, Shaheed-e-Millat Secretariat,  
Islamabad Pakistan.

#### **3.2 AMENDMENT TO RFP**

At any time before the submission of proposals, NIP may, for any reason, whether at its own initiative or in response to a clarification requested by an invited firm, amend the RFP. Any amendment shall be issued in writing through an addendum. NIP shall post the addendum on its website and also send them by mail, facsimile, or electronic mail to all participating Firm/Consultant and will be binding on them. NIP may at its sole discretion, extend the deadline for the submission of proposals.

The Firm/Consultant shall advise, assist and provide full support to the NIP on all steps necessary & critical to successful implementation of Prime Minister's Youth Training Scheme.

#### **3.3 REGULATORY AND COMMERCIAL CONDITIONS/REQUIREMENTS**

For interpretation of any clause of this RFP, the decision of NIP would be final and binding on the Firm/Consultant.



The Firm/Consultant and all its substantial equity holders, consortium and all its members would be jointly responsible for effective evaluation of the Prime Minister's Youth Training Scheme.

The activities will be conducted as per the timeline detailed in the document.

### 3.4 PROCEDURE FOR SUBMISSION OF PROPOSALS

The proposal shall be evaluated in 3 phases: Eligibility, Technical and Financial. The proposal, therefore, shall comprise a covering letter (original and two photocopies along with the soft copy) in accordance with the eligibility criteria along with supporting documents.

An authorized representative of the Firm shall sign the original submission letters in the required format for both the Technical Proposal and, if applicable, the Financial Proposals and shall initial all pages of both.

The authorization shall be in the form of a written power of attorney attached to the Technical Proposal.

The signed Proposal shall be marked "ORIGINAL" and its copies marked "COPY" as appropriate. All copies shall be made from the signed original. If there are discrepancies between the original and the copies, the original shall prevail.

The Technical Proposal shall be submitted in one original and three photocopies and Financial Proposal in one original and two photocopies.

Technical proposal (original and three photocopies along with the soft copy) as per Section 4.2 of this RFP, sealed in a separate envelope and complete in all respects with supporting documents and clearly marked as "**TECHNICAL PROPOSAL**", "**SERVICES OF A MANAGEMENT CONSULTING FIRM FOR INDEPENDENT IMPACT ASSESSMENT & EVALUATION OF PRIME MINISTER'S YOUTH TRAINING SCHEME**", reference number, name and address of the Firm, and with a warning "**DO NOT OPEN UNTIL \_\_\_\_\_**" on the envelope.

Financial proposal (original and two photocopies) as per the requirements of this RFP, sealed in a separate envelope and complete in all respects and clearly marked as "**FINANCIAL PROPOSAL**" followed by the name of the assignment, name and address of the Firm, and with a warning "**DO NOT OPEN WITH THE TECHNICAL PROPOSAL**" on the envelope.

All the above three documents shall be kept in a sealed cover. This cover shall bear the submission address, RFP reference number, Firm's name and the address and clearly marked "**Proposal for Selection of Firm/Consultant to conduct Evaluation of the Prime Minister's Youth Training Scheme.**"

In its financial proposal, the Firm/Consultant shall quote its fee and provide all required break ups as mentioned in detail in this RFP and for better understanding of the NIP.

The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information shall be declared non-responsive.



The prospective Firm/Consultant meeting the eligibility criteria shall be required to make presentation in turn before the Evaluation Committee in person at NIP as per the time assigned to them and schedule given. The technical and financial proposals of all those Firm/Consultant who do not meet the eligibility criteria shall be returned in unopened condition. The successful Firm/Consultant(s) shall be intimated through FAX and/or e-mail. Their name(s) shall also be posted on the NIP's website (www.nip.gov.pk).

## **Section 4: SELECTION CRITERIA**

### **4.1 ELIGIBILITY CRITERIA**

The "Firm/Consultant" should:-

- a. Be registered under any governing law.
- b. Not be blacklisted by SECP, PPRA or any other governing body
- c. Have 03 to 05 years of relevant experience in the field of baseline, assessments and evaluations for public, private, donor funded and service programs.
- d. Preference shall be given to those, having work with International donors like UN, ADB, DFID, WB, and USAID etc for a minimum of 05 years.
- e. Be based in Islamabad and should have outreach in far flung areas of Pakistan.
- f. Have sound management capabilities.
- g. Preferable should have an average annual turnover in excess of rupees 50 Million (for the past three years).
- h. Should have documentary evidence of income tax paid during the last three financial years.
- i. Must have Sales Tax Certificate.

The Firm/Consultant must have expertise in the following:-

#### **a. EVALUATION**

The members of the Firm/Consultant should include professionals well conversant from the field(s) of business, industry, and agriculture, training or technical education.

Should have reasonable experience in Monitoring & Evaluation of the project and preferably end user or beneficiary of trainees/trained manpower.

The Firm/Consultant should evaluate the program in a credible manner; although the monitoring of the scheme would continue to be done by the NIP, but the Firm/Consultant may facilitate and provide guidance in this process. The evaluation of NIP is to be undertaken to assess the impact and outcome of the scheme. At the very least, the Firm/Consultant must visit a broad range of employers and interns.

#### **b. TEAM LEADER**

The Firm/Consultant may nominate a team leader from one of the expert members of the team who should have prior experience of leading a successful completion of similar projects. Furthermore, the team leader should possess experience and should have worked on social services program evaluations.

## 4.2 TECHNICAL PROPOSAL

In preparing the Technical Proposal, Firm/Consultant is expected to examine the documents constituting this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.

Evaluation of the technical proposal will be undertaken first and financial proposals shall remain unopened until firms have been technically evaluated.

All applicants meeting the eligibility criteria may be asked to present themselves before the Evaluation Committee constituted by the NIP M/o IPC, clearly demonstrating their experience and capacity to perform the assignment.

While preparing the Technical Proposal, Firm/Consultant must give particular attention to the following:-

- (a) If Firm/Consultant considers that it does not have all the expertise for the assignment, it may obtain cooperation from or collaborate with external individuals/ Firms/Consultant(s) and/or other entities in a joint venture or sub-consultancy, if approved by NIP.
- (b) The Firm/Consultant may associate with the other entities invited for this assignment only with approval of NIP.

The Technical Proposal shall provide the following information using the attached Standard Forms:-

- (c) A brief description of the Firm/Consultant's organization and an outline of recent experience on assignments of a similar nature. For each assignment, the outline should indicate, inter alia, the profiles of the staff proposed, duration of the assignment, contract amount, and level of the Firm/Consultant's involvement (if not the sole contractor).
- (d) Any comments or suggestions on the Terms of Reference and on the data, a list of services, and facilities to be provided by NIP.
- (e) A description of the methodology and work plan for performing the assignment. The methodology and work plan should be logical, practical and should focus on how it would help in informed decision making.
- (f) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing.
- (g) Updated CVs of the proposed professional staff and the authorized representative submitting the proposal. Key information should include number of years working for the firm/entity and degree of responsibility held in various assignments during the last five (05) years.
- (h) 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, while keeping in mind the timelines set by NIP to accomplish the task.

- (i) The Technical Proposal shall not include any financial information.

#### **4.3 FINANCIAL PROPOSAL**

In preparing the Financial Proposal, the Firm/Consultant is expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow Standard Forms. It shall give the total lump-sum cost. However, it shall list all costs associated with the assignment, including:-

- (a) remuneration for staff (both for the field and at offices) and
- (b) reimbursable expenses such as subsistence (per diem, stay/visit), transportation (for mobilization and demobilization), services and equipment (vehicles, office equipment, furniture, and supplies), surveys/studies etc.

These costs should be broken down by activity and into local expenditures.

The Financial Proposal should clearly estimate, as a separate amount, the local taxes (including social security), duties, fees, levies, and other charges imposed under Pakistani law, on the Firm/Consultant, any sub-Firm/Consultant, and their personnel.

Firm/Consultant will express the price of their services in Pakistani rupees only.

The proposal must remain valid for a period of ninety (90) days after the submission date. During this period, the Firm/Consultant is expected to keep available the professional staff proposed for the assignment. NIP will make its best effort to complete negotiations within this period. If NIP wishes to extend the validity period of the proposals, the Firm/Consultant will have the right to withdraw from the bidding process (subject to NIP/Government rules/ terms and conditions existing at the time).

#### **4.4 SUBMISSION, RECEIPT, AND OPENING OF PROPOSALS**

The original proposal (Technical Proposal and Financial Proposal) shall be prepared without any interlineations or overwriting.

An authorized representative of the prospective Firm/Consultant shall initial all pages of the proposal and sign in full on the last page of proposal, clearly mentioning the full name of the representative. The representative's authorization is confirmed by a written power of attorney accompanying the proposal.

For each proposal, the Firm/Consultant shall prepare four copies of the proposals. Each Technical Proposal and Financial Proposal shall be marked "ORIGINAL" or "COPY" as appropriate. If there are any discrepancies between the original and the copies of the proposal, the original proposal will be taken as the correct one.

The original and three copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "Technical Proposal," and the original and all copies of the Financial Proposal in a sealed envelope clearly marked "FINANCIAL PROPOSAL" and warning: "DO NOT OPEN WITH THE TECHNICAL PROPOSAL." Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and clearly marked,

“DO NOT OPEN, EXCEPT IN PRESENCE OF THE BID EVALUATION COMMITTEE.”  
The proposal submission address is:

**Director**

National Internship Program,  
10<sup>th</sup> Floor, Shaheed-e-Millat Secretariat,  
Islamabad, Pakistan.

Information on the outer envelope should also be marked “Proposal for Evaluation Consultancy– Do Not Open, except in the presence of the Bid Evaluation Committee”

The completed Technical and Financial Proposals must be delivered at the submission address exactly on the date as notified. Proposals must be submitted on the date and time (PST) indicated above. Any proposal received after the closing time for submission of proposals shall be returned unopened.

After the deadline for submission of proposals, the Technical Proposal shall be opened by the bid evaluation committee in the manner described above. The Financial Proposal shall remain sealed and deposited with the Director of the NIP until all submitted proposals are opened.

**Section 5: PROPOSAL EVALUATION**

**5.1 REJECTION OF PROPOSAL**

Any effort by the firm to influence NIP during the proposal submission, proposal evaluation, and proposal comparison or contract award decisions may result in the rejection of the Firm/Consultant’s proposal without recourse to any appeal or hearing what so ever.

**5.2 REQUIRED DOCUMENTS**

To pre-qualify, applicant must meet the following criteria points. Only applicants qualifying this criterion will be considered for further technical evaluation.

S.#	Required Documents	Yes	No
1.	Firm’s management consultancy experience of minimum 03 to 05 years. (attach detailed profile/Form 2 for projects)		
2.	Must be registered in Pakistan (Registration number and valid documentary evidence should be attached).		
3.	Copy of memorandum of understanding (MoU) or any other document in case of consortium/JV arrangements.		
4.	Experience in donor (UN/WB/DFID/USAID etc.) funded relevant projects all over Pakistan particularly in FATA/KP, Balochistan, Sindh and AJK. An appropriate proof such as contract/completion certificate may be presented.		
5.	Should have worked with Sindh, Balochistan, AJK Government Line Departments (preferably education scholarships, employability areas) for 03 to 05 years combined. (The firm/JV should provide a proof of minimum of three to five (05) years’ experience of Information Communication Technology (ICT), Education/scholarships,		

	Training of youth, impact assessment, video documentaries/public sector success stress campaigns etc.		
6.	Firm should have cumulative annual turnover of not less than 50 Million for every past 3 years (2013-2014, 2014-2015 and 2015-2016). The organization must produce proof of financial soundness in form of bank certificate stating financial soundness to carry out a large volume projects.		
7.	Documentary evidence of income tax paid during the last three years. (NTN and financial statements should be attached)		
8.	Must have a valid Sales Tax Certificate. (valid documentary evidence should be attached)		
9.	Documentary evidence of income tax and sales tax paid during the last three financial years or a valid NTN Number.		
10.	The firm /consultant or consortium/JV partners should not be black-listed or declared a defaulter by any government entity in Pakistan. If any such evidence is found at a later stage, this alone would be sufficient to cancel the contract.		

### 5.3 EVALUATION OF TECHNICAL PROPOSALS

The bid evaluation committee, appointed by NIP M/o IPC as a whole, and each of its members individually will evaluate the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria (typically not more than three per criteria), and point system as specified below. Each responsive proposal will be given a technical score. A proposal shall be rejected at this stage if it does not respond to important aspects of the terms of reference or if it fails to achieve the minimum technical score indicated below. The expertise of the Firm/Consultant related to the assignment will be evaluated as under:

S.NO.	CRITERIA	INDICATORS	MARKS
1.	FIRM'S EXPERIENCE	Specific / relevant experience (5 marks for minimum 03 to 05 years)	10
<b>TOTAL (APPROACH AND METHODOLOGY)</b>			<b>10 MARKS</b>
2.	Adequacy of the proposed methodology and work plan in responding to the Terms of Reference	a. Technical approach and methodology	15
		b. Work plan	10
		c. Organization and staffing plan	05
			<b>30 MARKS</b>
3.	Key professional staff qualification and competence for the assignment	IMPACT EVALUATION AND LEARNING EXPERT/TEAM LEADER:	08
		KNOWLEDGE MANAGEMENT AND DIGITAL MEDIA SPECIALIST <ul style="list-style-type: none"> <li>• MASTER'S DEGREE OR BACHELOR'S DEGREE IN SOCIAL SCIENCES (DEVELOPMENT COMMUNICATIONS /MASS COMMUNICATION/DEVELOPMENT STUDIES OR A RELATED FIELD)</li> <li>• 10 YEARS OF COMMUNICATION EXPERIENCE IN DEVELOPMENT SECTOR PROJECTS</li> <li>• FAMILIARITY AND SKILLS WITH THE TOOLS OF THE TRADE IN COMMUNICATIONS INCLUDING WRITTEN COMMUNICATION, WEBSITE AND SOCIAL SPACE CONTENT CREATION, SUCCESS STORIES/BEST PRACTICES (VIDEO/PUBLICATIONS) AND DEVELOPMENT, MEDIA RELATIONS, MICROSOFT SOFTWARE SUITE OF PRODUCTS, WORD PRESS AND CREATIVE SERVICES.</li> </ul>	05
		MIS MANAGER: <ul style="list-style-type: none"> <li>• BACHELOR'S DEGREE BCS/MCS FROM AN HEC RECOGNIZED INSTITUTE</li> <li>• 3 YEARS (EXPERIENCE IN SYSTEMS MANAGEMENT (MS WINDOWS, ISA, ACTIVE DIRECTORY, TERMINAL SERVICES, DHCP, DNS, AP) AND NETWORK MANAGEMENT (ROUTING, MULTILAYER, SWITCHING, FIREWALL / WAN, VOICE AND VIDEO COMMUNICATION) IN A LEADING ROLE IN A REPUTED ORGANIZATION.)</li> </ul>	04
		Provincial/Regional Coordinators	03

	<p>Min qualifications</p> <ul style="list-style-type: none"> <li>• Master’s degree Social Science/ Business Administration/Public Administration</li> <li>• Previous experience of coordination, on regional level with aligned departments</li> <li>• Five - seven years of relevant professional experience (research/ assessment/ surveys studies/ data collection/ making profiles/case studies etc.) in the relevant province/region;</li> </ul> <p><u>Punjab min 1 qualified CVs</u>  <u>Sindh min 1 qualified CVs</u>  <u>KP/FATA min1 qualified CVs</u>  <u>Balochistan 1 qualified CVs</u>  <u>AJK min 1 qualified CV</u>  <u>GB min 1 qualified CV</u></p>	
	<p>Research officers</p> <p>Min qualifications</p> <ul style="list-style-type: none"> <li>• Master’s degree in social sciences preferably in Anthropology, Statistics or Economics from a recognized university.</li> <li>• At least 2-3 years’ experience of work in development programmes on/for research, field data collection.</li> <li>• Good knowledge and strong demonstrated experience in qualitative and quantitative research</li> <li>• Fluency in written and spoken English</li> <li>• Fluency in Urdu and relevant local languages</li> </ul> <p><u>Punjab min 5 qualified CVs</u>  <u>Sindh min 3 qualified CVs</u>  <u>KP/FATA 2 qualified CVs</u>  <u>Balochistan 2 qualified CVs</u>  <u>AJK 1 qualified CV</u>  <u>GB 1 qualified CV</u></p>	10
<b>TOTAL (RELEVANT STAFF)</b>		<b>30MARKS</b>
<b>GRAND TOTAL</b>		<b>70 MARKS</b>



#### 5.4 ASSESSMENT OF FINANCIAL PROPOSALS

1.	Financial capability of the firm (lead firm in case of consortium/JV)	Annual turnover of the last year  05 marks up to 50 Million; 1 mark for each extra 10 million. (maximum 10 marks for turnover achieved every year for the past 3 years)  Please provide bank statement and audited financial report that clearly mentions turnover for the last year.	15 marks
2.		Cost Rationality (Rates according to the market, corresponds to the proposed technical proposal)	15 marks
	<b>Total (Financial Capability)</b>		<b>30 Marks</b>

#### Evaluation of proposal

The total score will be calculated by adding the technical and financial scores. The Firm/Consultant achieving the highest combined technical and financial score will be invited for signing contract within stipulated time period. Failing such an agreement, the contract will be offered to the next highest scoring firm/consultant.

#### Evaluation criteria

Proposals will be evaluated based on the following criteria: experiences, stability of interested parties, organization and their administration, technical competitiveness, implementation schedule, economic compatibility, financial conditions, market competitiveness and past experience.

#### Section 6: AWARD OF CONTRACT

Lump-sum contract will be awarded following contract negotiations. NIP shall return the unopened Financial Proposals of that Firm/Consultant which did not pass the technical evaluation or the eligibility criteria (on their request). The assignment is expected to commence immediately upon Effective Date of Contract.

##### 6.1 NIP'S RIGHTS IN RESPECT OF RFP

##### 6.1.1 CONCEALMENT

Information relating to the evaluation of proposals and recommendations concerning awards shall not be disclosed to the Firm/Consultant which submitted the proposals or to other persons not officially concerned with the process, until the successful Firm/Consultant has been notified

that it has been awarded the contract.

#### **6.1.2 BID VALIDITY**

Bids must remain valid for 90 days after the submission date. Should the need arise, however, Firm/Consultant may be requested to extend the validity period of their bids. Firm/Consultant which agrees to such an extension shall confirm that their financial bids remain unchanged.

#### **6.2 FEES & PAYMENT**

The successful Firm/Consultant would be paid the fee, as per the Schedule of Payments given in the Contract, within one month of the submission of the original invoice by the Firm/Consultant. The payment will be made in Pak Rupee. The payment shall be made on the basis of internal NIP reports. No other payment shall be made for any charge or expenditure.

#### **6.3 NIP'S RIGHTS**

NIP reserves the right to modify the terms and conditions of the contract which shall be granted to the successful Firm/Consultant after the bidding process, if in the opinion of the NIP, it is necessary or expedient to do so in the public interest or the interest of the Program. The decision of the NIP shall be final and binding in this regard.

NIP reserves the right to suspend and cancel the contract with the selected Firm/Consultant in part or in whole at any time if in the opinion of the NIP it is necessary or expedient in the public interest.

The decision of the NIP shall be final and binding in this regard. Also NIP shall not be responsible for any damage or loss caused or arising out of aforesaid action.

#### **6.4 AWARD OF CONTRACT**

NIP shall issue a Letter of Intent (LOI) to the selected Firm/Consultant immediately upon acceptance of the bid. The selected Firm/Consultant will sign the contract after fulfilling all the formalities/pre-conditions mentioned in the Letter of Intent, within 10 days of issuance of the Letter of Intent. The selected Firm/Consultant shall commence the assignment on receipt of Letter of Acceptance (LOA) and as per the schedule given in the contract.

#### **6.5 INTEGRITY PACT**

An 'Integrity Pact' has to be signed by the selected Firm/Consultant. Format of the Integrity Pact is available on PPRA website.

### **Section 7: TERMS OF REFERENCE**

#### **7.1 BACKGROUND INFORMATION AND RATIONALE**

Prime Minister's Youth Program is a revolutionary program for the socio-economic development of youth, in a bid to combat soaring unemployment in the country. It has a broad canvas of schemes aimed at enabling youth and poor segments of population to: Get good employment, opportunities, Secure economic empowerment, Acquire skills needed for gainful

employment, Have access to higher education and IT tools, Access to on-the-job training/internship for young graduates to improve the probability of getting a productive job.

The project ‘Prime Minister’s Youth Training Scheme, 2015-18, has been designed for the benefit of fresh and unemployed educated youth of Pakistan who have completed either 16 years of education or Matric with diploma from government recognized institutions in different subjects. The scheme is intended to enhance their capacity and employability in the country and to keep them engaged in acquiring additional knowledge and real work/training experiences. The scheme will provide immediate skills and knowledge to the un-employed educated youth.

Moreover, it also harnesses the energy and motivation of educated youth to improve performance of public/corporate sector entities & organizations having shortage of required human resource. In addition to the training, internees will be paid remuneration in terms of stipend per month. The stipend per month was initially 12,000/- but now it has been increased to 15000/- from July, 2017 and the training program will be for one year. Approximately 50,000 interns was hired under the operations of the scheme in Phase-I of the scheme and about 35,000 interns has been placed in Phase-II and 15,000 more will be hired soon in Phase-II, whose advertisement has already been published in October, 2017. The applications have been received through online facility. Females are encouraged to apply.

Primarily, the allocation of interns will be made in accordance with the NFC award and FPSC's recruitment criteria for provincial/regional quotas for all three years. The selection of Interns will be as per their domicile but can be placed in originations outside of their domicile region based on the demand profile and matching of applicant profile. Per year allocation of interns is as under:-

Province	Quota	Total Batch-I & II	Total Batch-III	Total Placement
Punjab	25000	15671	9282	24953
Sindh	9500	4976	4350	9326
Khyber Pakhtunkhwa	5750	4212	1698	5910
Balochistan	3000	1365	1745	3110
GB/FATA/ICT	5750	2523	2760	5283
Azad Jammu and Kashmir (AJK)	1000	544	511	1055
<b>Total</b>	<b>50000</b>	<b>29291</b>	<b>20346</b>	<b>49637</b>

Areas of training include all leading private sector firms/bodies and development sector organizations, federal, provincial and local government offices including educational institutions will be offered services of the internees.

In pursuance of directives of Prime Minister, Islamic Republic of Pakistan, NIP had launched Prime Minister’s Training Scheme, The project is executed by NIP, Islamabad and Sponsored by Ministry of Inter Provincial Coordination. The purpose of conducting the third party evaluation is to assess the project and its implications, its social and economic results and analysis and to have suggestions which would serve as learning lessons for all the stakeholders involved with the program.

The Objectives of the Prime Minister's National Internship Program are:-

- a. The internship will provide on-the job trainings through enhancing knowledge and developing skills of educated youth having degree/diploma according to their aptitude.
- b. The strengthening of professional skills and interpersonal relationships will enhance the capacity of educated youth in professional settings to provide more opportunities of employability.
- c. The Interns will be paid a stipend of Rs. 15,000/- per month for the duration of the internship, which is one year.
- d. The learning through internship experience based on qualification which relates to the work will provide confidence and ability to educated youth to apply it in their career areas.
- e. The developing of new skills during the internship will offer to increase productivity of organizations by improving working environment through institutional progress.
- f. The internship experience will benefit personally to make a special effort to able the educated youth to understand the employer's organizational chart with typical career path that how education and experience is normally required in each line of work.
- g. The learning about laws, taxes, and fringe benefits that are important to employees in their relevant field and utilization of this knowledge for performing their job in their practical life.
- h. To improve employability for optimal efficacy of potential of youth on sustainable basis will provide better motivated and skilled human resource to organizations.
- i. To improve public/private sectors performance by providing young, fresh, motivated and skilled human resource.
- j. To create a strong bondage with industry in order to ensure job placement of the pass-outs as well as provide linkage for involvement with the host organizations.
- k. To connect the power and enthusiasm of unemployed educated youth as paid interns with the public/private sectors.

### **Specific Objectives of the Evaluation**

The Evaluation Report of the project should answer the following questions:

- i. Has the project achieved its objectives?
  - a. Was the training provided to the youth relevant?
  - b. Was the training provided to the youth satisfactory?
  - c. Did the program enable students to enhance their skills?
  - d. Did the program enable the trainees to find suitable jobs?
  - e. Did the disabled people get equal opportunity in the program?
  - f. Did the program provide equal opportunity for the women?
- ii. What results have been achieved? (Impact, cost and cost-effectiveness?)

- a. To what extent has the project led to more sustainable behaviors in the target group?
  - b. Were there any other unintended positive or negative outcomes from the project?
- iii. How could things be done better in future?
  - a. Can the project be scaled up?
  - b. Can the project be replicated elsewhere?
- iv. Are the results sustainable?
  - a. To what extent has the project led to the long-term change in attitudes?

## 7.2 OBJECTIVES OF CONSULTANCY

Keeping in view the importance of Prime Minister’s Youth Training Scheme, the services of the “Firm/Consultant” as third party evaluator of the said program in order to ensure effective use of public money and its accountability is required.

The broad duties and responsibilities of this consultancy include:

- Process evaluation during the program implementation
- Outcome evaluation after the program evaluation
- Impact evaluation of the objectives and purpose of the program
- Assess transparency and fairness with regard to project implementation.
- Assess the effectiveness of induction of trainees.
- Employability of the youth should be consulted and reported to NIP.
- Assess training schedule, quality of training, the environment and availability of training facilities at the Partner Employers.
- Conduct visits that would be authentic and credible. At least two visits for the bi-monthly reports.
- Help to identify the effects that are attributable to the program.
- To devise relevant KPI’s for immediate evaluation of training/internship under the program.
- To prepare evaluation criteria and report on training effectiveness in Public and Private Sectors under the program.
- Evaluation report should give clear cut conclusion on lesson drawn and way forward.
- Check for complaints (if any) and suggest remedies for incorporation in the evaluation reports of NIP.
- Facilitate informed decision-making on future of the program.

## 7.3 SCOPE OF WORK FOR EVALUATION

Impact evaluation serves two objectives of evaluation: lesson-learning and accountability. Impact evaluation is aligned with results based management and monitoring the contribution of federal government investment on skills enhancement of youth. A properly designed impact evaluation may answer an important question of whether the program is working or not and hence assist in decisions to provide guidance for policy making, about challenges in the implementation & approach and about improvements, utilities and scaling up of the project.

There is strong need to build a robust evidence base for the Prime Minister Youth Training Scheme (PMYTS) which is highly innovative, substantially and potentially to be scaled up.

Similarly there is scant solid evidence of impact in such cases and with the impact evaluation PMYTS would boost its success and projection in a highly effective and efficient manner.

Monitoring, evaluation & learning managers, specialized impact and documentaries experts and capacitated data collectors will be deployed for this independent impact evaluation.

To be effectively evaluated, the following tasks have to be completed during the formulation stages:

- a. Construct a baseline data to be used as a starting point for gauging progress towards the goal and objectives of a project and measuring the level and direction of change. It will establish the basis for comparing the situation before and after an NIP intervention, which will be used to better understand the contributions and effectiveness of NIP programme.
- b. Impact Assessment/Evaluation reports.
- c. Annual Impact Assessment/ Evaluation report for each year.
- d. Video documentaries to cover the introduction, worth, utility and success of the programme throughout Pakistan
- e. Success stories of interns describing their situations, training experience, benefits of programme and future employability etc.
- f. Case studies of key programme stakeholders interns, hosting employers and communities describing an overall impact of PM youth programme –NIP intervention.
- g. Search for lessons learned from other programmes and projects;

#### 7.4 LIST OF DELIVERABLES

All impact evaluation products will be evidence-based and include the following:

- a. Base line report of a representative sample of interns (A total of 30,000 interns from all geographic provinces/regions of Pakistan in accordance with quota/allocation)
- b. Two evaluation reports per year after every two quarters of contract time.
- c. One impact assessment after the completion of each year of the scheme
- d. 20 video documentaries (05 mins) of interns per year to showcase the success of the project across Pakistan.
- e. 06 other documentaries (10 mins) per year to project the success of the programme, one documentary for each region.
- f. 25 case studies per year, from across Pakistan, elaborating skills gained, economic improvement of intern, an overall impact on the program in the life of an intern and his/her family as well as host employment organizations.
- g. 25 case studies per year, from partner employers of PMYTS-NIP across Pakistan, elaborating skills gained, personal grooming, behavioral change, enhancement in professional attitude, economic improvement of intern and an overall impact on the program in the life of an intern before and after the training gained.
- h. Final Impact Assessment Report after the completion of the project.

#### 7.5 TIME LINE AND REPORTING

S.#	Timeline	Deliverable
1	Within 10 Days of Selection	Contract Signing as per Submitted TORs
2	Quarter 1 of Time Period	Base Line Report
3	Quarter 2 of Time Period	First Biannual Evaluation Report
4	Quarter 3 of Time Period	Final Discussion on all Deliverables Format
5	Quarter 4 of Time Period	Final Annual Evaluation Report
6	1 Month after 1 <sup>st</sup> phase of internship	Final Annual Impact Assessment Report
Cycle will repeat separately for each phase of internship regardless of overlap		

#### 7.6 COMPOSITION OF FIRMS/CONSULTANTS TEAM

The Firm/Consultant's team of experts who will advise and assist NIP throughout the whole process / exercise shall include technical and financial experts, and members having other expertise as felt necessary by the Firm/Consultant.

The Consultancy may be divided into three phases:

It is desirable that at least two members of the Firm/Consultant's Team shall review existing procedures/processes/SOP for a minimum of 4 working days.



During Evaluation of the program, at least two members of the Firm/Consultant's Team shall remain available for visits for a minimum of three (3) working days per Employer till completion of the of the assignment.

In the post implementation phase, Team Leader with minimum two (2) members shall finalize the detailed report within 30 working days after completion of the project.

#### **7.7 APPROACH AND METHODOLOGY**

The consultancy firm shall follow its own approach and methodology for evaluation; however, it would be based on good practices and Work Ethics. The firm shall state its overarching methodological framework, data collection and data instruments used to collect the needed information. The interviews, surveys, questionnaires, meetings and other consultations shall be made with key stakeholders and NIP shall be properly informed during the evaluation phase.

#### **7.8 CONFIDENTIALITY, ETHICS AND CODE OF CONDUCT**

The Firm/Consultant shall undertake to maintain complete confidentiality of all the information, facts, proceedings, decisions, and documents throughout the consultancy engagement and till the completion of the whole assignment.

The Firm/Consultant will also be required to execute a Confidentiality Agreement before starting the assignment.

#### **7.9 INELIGIBILITY AND DISQUALIFICATION**

The Firm/Consultant shall stipulate that it is not presently affiliated with or otherwise receiving financial compensation from any existing PMYTS Program. Noncompliance and breach of this stipulation shall result in the immediate disqualification of the Firm/Consultant. The Firm/Consultant will declare conflicts of interest, if any, with this Consultancy.

#### **7.10 CONTROL OF THE CONSULTANCY**

NIP will appoint the Firm/Consultant and assume general control over the Consultancy, with a liaison officer between the Firm/Consultant and NIP. NIP will nominate a focal person, in writing, to liaise with the Firm/Consultant. During the course of the Consultancy, the Firm/Consultant shall report directly to focal person and take instructions from him on matters appropriate to fulfill the requirements of the Consultancy.

#### **7.11 PROVISIONS BY NIP**

NIP is prepared to provide the Firm/Consultant, all available data, reports and literature on the program considered relevant for the Firm/Consultant to carry out its assignment. No other services, personal support and facilities will be provided by NIP.

## **Section 8: FORM SUBMISSIONS**

This part of the RFP contains the following submission forms:

Form – 1: Information Form

Form – 2: Experience of Firm

Form – 3: Proposed Methodology

Form – 4: Format of CV of Proposed Key Staff

Form – 5: Financial Proposal Submission Form

### **Form – 1: Information Form**

1. Name of Firm:  
Address:  
  
Telephone No(s):  
Fax Number:  
Email Address:
2. Description of Firm (Ownership/Organization):
3. Experience (Number of Years):
  - Local/National
  - International
  - Regional (within the country – Details)
4. Name (s) and Address (es) of Associates, if a JV; their short description and description of their role in the JV/Association:
5. Experience of the firm (on appended forms) during the past 05 years (Form B-2)
6. Attach Organization Chart showing Firm’s Structure
7. Capital of Firm
  - Audited financial statements for the latest three years
  - Statement of annual turnover for last five years.
  - Financial reference [Name/Address of Bank(s)]
  - Statement of JV partner annual turnover for last three years
8. Attach CVs of proposed core positions available for project on the appended (Form B-3)
9. Additional Information

Yours truly

Name of Authorized Representative:

Position:

Date:

**Form – 2: Experience of Firm**

1	Name of Assignment	
2	Country	
3	Name of Client	
4	Address	
5	Start Date	
6	Completion Date	
7	Professional Staff Provided	
8	No. of Staff	
9	No. of Staff Months	
10	Approx. Value of Services	
11	Name of Other JV Firms	
12	No. of Staff/Staff Months Provided by the JV Partner(s)	
13	Name/ Position of Key Staff	
14	Description of Project	
15	Description of Services Provided by the Firm	

**Form – 3: Proposed Methodology**

(Insert the proposed methodology for implementation)

**Form – 4: Format of CV of Proposed Key Staff**

1. The Discipline/Expertise :
2. Name of the Firm :
3. Name of Nominee :
4. Date of Birth :
5. Years with the Firm :
6. Nationality :
7. Key Qualification :
8. Academic Qualification :
9. Employment Record :
10. Languages and  
Degree of Proficiency :
11. Certification

I, the undersigned, certify that, to the best of my knowledge and belief, these bio-data correctly describes myself, my qualifications and my experience

Signature

Dated:                      day/month/year

**Form – 5: Financial Proposal Submission Form  
(Company Letter Head)**

Date

Assistant Director NIP,  
National Internship Program  
M/o Inter Provincial Coordination  
Islamabad

We, the undersigned, offer to provide the services for in accordance with your Request for Proposal dated \_\_\_\_\_, and our Proposal (Technical and Financial Proposals). Our attached proposal is for the sum [Amount in words & figures].

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.

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

We remain,  
Yours sincerely,

Authorized Signature:

Name and the Title of Signatory:

Name of Firm:

Address:

Enclosed: Break-up of Financial Cost

## Financial Break up of Cost

The financial cost for all the items mentioned in scope of work should be filled as under on the company letter head along with signature of authorized person and official stamp:

### 1.1 PMYTS Evaluation:

S.No	Service	Intern Sample Size	Cost per Intern per	Number of Months	Total Cost
		S	I	M	S x I x M
1	Base-line Report	30,000 Geographical ly spread across	Rs.	2	Rs.
2	Bi-annual Evaluation Reports with impact assessment in the last report (Soft and 3000 Hard	30,000 (Geographical ly spread across	Rs.	10	Rs.
Total Evaluation Cost (E)			Rs.		

### 1.2. Other Services:

S.No	Services	Cost per Service	Quantity	Total Cost
		C	Q	C x Q
1	Video Documentary (05 mins)	Rs.	20	Rs.
2	Video Documentary (10 Mins)	Rs.	06	Rs.
3	Case Studies (from Interns)	Rs.	25	Rs.
4	Case Studies (from Employers)	Rs.	25	Rs.
Total Other Services Cost		Rs.		

### 2. Total Proposed Cost:

S.No	Services	Proposed Cost
1	PMYTS Evaluation (E)	Rs.
2	Other Services (O)	Rs.
Total Proposed Cost (E + O)		Rs.

Name:

Designation:

Organization Stamp: