



**Request for Proposals (RFP) for the
Selection of Implementing Partner (Partner Organization) for
Revitalizing Youth Enterprise (RYE) through digital and life skills training funded by the Citi
Foundation**

RFP No. PPAF-RYE/RFP-2021-06-01

Issue Date: June 18, 2021

Disclaimer: Issuance of this RFP in no way obligates PPAF to award a financing agreement. Organizations will not be reimbursed for any costs associated with the preparation and submission of technical and financial proposals. PPAF reserves the right to cancel the entire RFP or the evaluation process in the best interest of the program objectives without assigning any reason thereof.

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1. Summary of the RFP

RFP No.	RFP No. PPAF-RYE/RFP-2021-06-01
RFP Issue Date	June 18 th , 2021
Title	Revitalizing Youth Enterprise (RYE) through digital and life skills training funded by the Citi Foundation
Issuing Office & Point of Contact	procurementUnit@ppaf.org.pk , PPAF, Islamabad
Deadline for submission of questions/clarification or requesting additional information	Questions, if any, regarding the Scope of Work (SOW) or RFP, shall be eligible for response if submitted by or before June 25, 2021 to the following email: procurementUnit@ppaf.org.pk . The Organization is responsible for reading very carefully and fully understand the terms and conditions of this RFP. All communications regarding this RFP are to be routed solely through the issuing office. Questions or requests for clarification must be submitted no later than the date and time specified herein above. All questions received will be compiled and answered in writing.
Deadline for Submission of Proposals	Separately sealed Technical and Financial Proposals must reach the PPAF Office (address noted in this RFP) by or before, July 02, 2021.
Anticipated Award Type	Financing agreement shall be the only anticipated type of award to be signed based on review of technical proposal, financial proposal and desk review, and successful negotiations, if any required by PPAF.
Basis for Award	An award will be made on the basis of evaluation of Technical and Financial proposals

2. Introduction of PPAF

Pakistan Poverty Alleviation Fund (PPAF) is the lead apex institution for community-driven development in the country. Set up by the Government of Pakistan as an autonomous not-for-profit organization, PPAF enjoys facilitation and support from the Government of Pakistan, The World Bank, International Fund for Agricultural Development (IFAD), KfW Entwicklungsbank (Development Bank of Germany) and other statutory and corporate donors. PPAF aims to be the catalyst for improving the quality of life, broadening the range of opportunities and socio-economic mainstreaming of the poor and disadvantaged, especially women. For a complete profile, please visit our website at <http://www.pfaf.org.pk/>

3. Procurement Ethics

Neither payment nor preference shall be made by either the Organization, or by any PPAF staff, in an attempt to affect the results of the award. PPAF treats all reports of possible fraud/abuse very seriously. Acts of fraud or corruption will not be tolerated, and PPAF employees and/or Organization who engage in such activities will face serious consequences. Any such practice constitutes an unethical, illegal, and corrupt practice. Organization or the PPAF staff are encouraged

to report any such violations to the Chief Internal Auditor PPAF internal auditor via email to whistleblow@ppaf.org.pk

PPAF ensures confidentiality and an unbiased, serious review and treatment of the information provided. Such practice may result in cancellation of this RFP and/or disqualifications of the Organizations participation in this, or future, opportunities.

Organization must provide full, accurate and complete information in response to this RFP. The penalty for materially false responses/representations may result in disqualification of the Organization and such Organization can be debarred/blacklisted by PPAF for participating in future opportunities for at least three (3) years or a further period.

By submitting proposals in response to the RFP, Organization certifies that they have not/will not attempt to bribe or make any payments to PPAF employees in return for preference, nor have any payments associated with Terrorists, or groups supporting Terrorism, been attempted in the past and neither intended by the Organization in future.

4. Anti-Corruption and Anti-Bribery Reporting Responsibilities

A proposal for award shall be rejected if it is determined that the Organization being considered for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the financing agreement in question. An organization or individual shall be sanctioned and declared ineligible, either indefinitely or for a stated period of time, to be awarded an agreement. If at any time, it is determined that the Organization has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing the financing agreement.

By signing the proposal, the Organization confirms adherence to these standards and ensures that no attempts shall be made to influence PPAF staff through bribes, gratuities, facilitation payments, kickbacks or fraud. The Organization also acknowledges that violation of this policy may result in termination, repayment of funds disallowed by the corrupt actions and possible suspension and debarment by the PPAF.

5. Purpose

The program aims to train 200 unemployed youth, aged 16-24, in 4 target locations in Sindh and Punjab. The participants will be trained in digital and life skills, to equip them for the online and offline digital markets. The participants will be able to learn new skills and earn income. Each training will be conducted completely online, over a period ranging from 3 to 6 months. The proposed locations have access to an established market and logistic infrastructure.

PPAF as a lead development agency is soliciting request for proposals from the organizations (that meet the eligibility criteria as given in section 6) to implement the project.

Questions regarding Scope of Work (SOW), eligibility, evaluation criteria of technical and financial proposals may please be submitted by email to procurementUnit@ppaf.org.pk **by or before June 25, 2021**. Completed technical and financial proposals must be included in separately sealed envelopes clearly marked as technical and financial proposals. Both the envelopes of technical and financial proposals should be properly sealed and marked with name and return address of applicant partner organization submitting these proposals. Proposals must reach PPAF Office **by or**

before July 02, 2021. Proposals must be submitted via courier/post (hardcopies only) or by hand under receipt cover for acknowledgement.

This request for proposals (RFP) does not constitute a commitment on behalf of PPAF to make an award in full or in part for the Program or any other related agency/firm implementing or financing the said program. PPAF will not be liable to pay for any cost(s) associated with the preparation or submission of technical and financial proposals. The review and selection committee at PPAF reserves the right to reject proposal and cancel the entire evaluation process in the best interest of the program without assigning any reasons thereof.

Office Address for submission of Proposals:

Unit Head Procurement
Pakistan Poverty Alleviation Fund (PPAF)
Plot 14, Street 12, Mauve Area
Sector G-8/1, Islamabad.
Tel: +92-51-8439450-79

6. General Information and Instructions to Organizations

6.1 Issuing Office

The Issuing Office and Contact Person noted in the above synopsis is the sole point of contact at PPAF for purposes of this RFP. Any organization who fails to register their interest with this office assumes complete responsibility in the event that they do not receive direct communications (amendments, answers to questions/clarifications, etc.) prior to the closing date of submission of technical and financial proposals.

6.2 Type of Award Anticipated

PPAF anticipates awarding a financing agreement to the successful organization. Signing of the agreement between successful organization and PPAF is subject to negotiations and based on the result of pre-award desk review and field appraisals of organization(s) and final approval by the board of directors of PPAF and/or the donor (as the case may be).

6.3 Instructions

Organization wishing to respond to this RFP must submit proposals, in English, in accordance with the following instructions. Organization is required to review all instructions contained in this RFP. Failure to do so will be at the organization's risk.

The submission of proposals to PPAF in response to this RFP will constitute an offer on behalf of the Organization to enter into an agreement subject to the terms and conditions contained in this RFP and any attachments attached hereto or referred herein. PPAF reserves the right not to evaluate a non-responsive or incomplete technical proposal.

Financial proposal must show unit prices, extensions, and total price. Financial Proposal must be a fixed price, expressed in Pak Rupee. In case of difference in unit cost and total cost, unit cost shall prevail. Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If there is a discrepancy between words and figures the amount in words shall prevail.

Only those Proposals shall be considered which are prepared in legible writing and are absolutely clear and unambiguous. Any unavoidable cutting/over-writing must be signed and stamped by authorized signatory of the Organization.

Submission of Proposal against this RFP would automatically mean that the interested Organization agrees to all the terms and conditions mentioned in this RFP. A cover letter must be included with the proposal on the Organization's company letterhead with a duly authorized signature and company stamp/seal using template provided as per Attachment – A.

The cover letter must at least include the following information:

- The Organization certifies that its technical and financial proposal and the prices contained therein shall remain valid for 90 days beyond the deadline of submission.
- Provide naming list of enclosures/attachments being submitted as part of technical and financial proposals.
- Names of proposed staff members whose CVs are provided as part of the RFP.

These instructions to Organization will not form part of the offer or of the financing agreement. These instructions are intended solely to guide the Organization in the preparation and submission of proposals.

Please read and follow these instructions carefully.

1. The proposal and all corresponding documents related to the proposal must be written in the English language. Additionally, all proposals should be single-spaced with clear section headings, and be presented in the order specified in the Evaluation Criteria.
2. Proposals must include only the Organization's own work. No text should be copied from sources outside of your organization, unless those sources are adequately cited and credited.
3. The Organization must state in their Proposal the validity period of their offer. The minimum offer acceptance period for this RFP is **90 days** calculated from the closing deadline for submission of the RFP. If an Organization has provided a validity period of less than 90 days, they will be asked to revise this. If the Organization does not extend the validity period, their proposal will be rejected. PPAF reserves the right not to make an award in such instance.
4. Technical Proposal and Financial Proposal **must** be kept separate from each other. **Technical Proposals must not make reference to financial proposal information at any point.** This will enable the evaluation committee to carryout evaluation of the technical proposal strictly on the basis of technical merits.
5. No costs incurred by the Organization in preparing and submitting the proposals are reimbursable by PPAF. All such costs will be at the Organization's own expense.
6. Responsibility Determination: Award shall only be made to "responsive" Organization. To enable PPAF to make this determination, the Organization must provide a cover letter on the format provided as per Attachment-A.
7. Late Submissions: Organizations solely responsible for ensuring that they submit proposals in accordance with the instructions stated herein. Late submission will be rejected, even if it was late as a result of circumstances beyond the Organization's control.
8. Modification/Withdrawal of Proposals: Organization have the right to withdraw, modify or correct their offer after it has been delivered to the PPAF Office, provided that the request is made before the RFP closing date and corrected proposal is delivered to PPAF within the deadline of submission.
9. Disposition of Proposals: Reasonable efforts will be made to ensure confidentiality of proposal received from the Organization. This RFP does not seek information of a highly proprietary nature, but if such information is included in the Organization proposal, the Organization must alert PPAF

and must annotate the material by marking it “Confidential and Proprietary” so that information is treated appropriately.

10. Clarifications and Amendments to the RFP: Any questions regarding this RFP must be **emailed** to procurementUnit@ppaf.org.pk No questions/clarifications will be entertained if they are received by other means. The RFP No and title should be stated in the subject line. Responses will be compiled and emailed to the requesting Organization. Questions and responses will be updated on PPAF website for information of all the Organizations who received this RFP.
11. It is strongly recommended that Organizations submit their best technical and financial proposals **Failure to agree and comply with any of the above instructions will result in the Organization being considered non-responsive and the proposal may be rejected.**

Submission of Proposals:

Proposals must be submitted in **two separate sealed envelopes, as follows:**

1. **Volume I – Technical Proposal (1 original and 1 copy in hard form)**
2. **Volume II – Financial Proposal (1 original in hard form).**

Both sealed envelopes must be enclosed in one common envelop

Each envelope should be clearly labeled with the RFP number and project title **“Request for Proposals (RFP) for the Selection of Implementing Partner (Partner Organization) for Revitalizing Youth Enterprise (RYE) through digital and life skills training funded by the Citi Foundation”**

Proposals must be delivered in hard copies no later than the specified date/time to the address below. Submissions by email will be rejected.

**Unit Head Procurement
Pakistan Poverty Alleviation Fund (PPAF)
Plot No 14, Street 12, Mauve Area
G-8/1, Islamabad. Tel: +92-51-111-000-102**

Organization which does not submit their technical and financial proposals separately, and/or who do not submit the required number of hardcopies of proposals as noted above may be disqualified.

Contents of Proposals:

The proposals shall be comprising of three sections:

- i. **The Cover Letter (Attachment A)**
- ii. **The Technical Proposal**

- **Mandatory Documentation:**

Sr.#	Documents that are Mandatory for submission with RFP application	Yes/No	Means of Verification (MoV)
1.	Valid registration certificate (certified true copy of registration certificate not older than 3 months from the date of submission of proposal) of the organization is provided according to the applicable registration authority/entity of Government of Pakistan Note: In case renewal is applied for, please provide evidence.		Certified true copy is provided that is duly attested by the issuing authority
2.	The organization should have audit of the last fiscal year audited by the Chartered Accountants firm having satisfactory QCR rating by the Institute of Chartered Accountants of Pakistan (ICAP).		Audited financial statement of the organization is provided for last year duly signed and stamped by the auditing firm/chartered accountancy firm of the organization.
3.	Past Performance Project Sheets (Form No. 1)		Filled Form No. 1 duly signed by the authorized signatory
4.	CURRICULUM VITAE (CV) FOR EXISTING KEY STAFF (Form No. 2)		Filled Form No. 2 duly signed by the authorized signatory
5.	Signed Declaration of Non-exclusionary Organization (Form No. 3)		Filled Form No. 3 is provided on Company's letterhead duly signed by the authorized signatory
6.	Signed Declaration of Undertaking for Compliance (Form No. 4)		Filled Form No. 4 is provided on Company's letterhead duly signed by the authorized signatory
7.	Signed Declaration of Non-Blacklisting (Form No. 5)		Filled Form No. 5 provided on organization's letterhead duly signed by the authorized signatory

Other relevant documentation as per evaluation criteria given in section 10 of this document.

iii. The Financial Proposal

Cover Letter: should be on the Organization's letterhead and MUST contain the information requested in Attachment – A.

Technical Proposal:

- The **mandatory documentation** must be provided on specific formats by keeping in mind clearly defined "Means of Verification", otherwise, proposal shall not be entertained for further evaluation process.
- Should clearly & precisely address theoretical and practical aspects that the Organization has considered and will employ to carry out the work described in Scope of Work (SOW).
- The Technical Proposal is the opportunity for the Organization to demonstrate that the firm is "technically capable" of implementing the activity and should demonstrate Organization's understanding and capabilities to carry out the work, and address the key issues described

in the Evaluation Criteria.

- The Technical Proposal should be divided into clear separate sections following the instructions provided for preparation and submission of technical proposal. Disordered proposal that makes information hard to find may result in lower evaluation scores.
- If an organization submits technical proposal that fails to respond to the majority of the information requested in this RFP, as outlined specifically in Scope of Work (SOW) and the evaluation criteria, the Organization's proposal will be considered on the basis of submitted information only.

Financial Proposal:

- Must be submitted separately from the technical proposal in sealed envelope and will primarily indicate the cost for performing the program activities.
- At minimum, the financial proposal should include detailed budget that provides a breakdown of costs by line item aligned with the proposed implementation strategy and **Project Plan, per district for a period of one year of the program.**
- Note that any indirect/overhead costs should be listed as a separate line item in the budget and should not be built into the direct costs. Use the template for financial proposal provided in Attachment – B. Detailed and comprehensive cost notes that provides information on each of the line items in the budget and explains why these items are needed for implementation of the program activities.

Failure to comply with any of the above points will result as the Organization being considered “non-responsive”.

7. Questions regarding the RFP

Each organization is responsible for reading and complying with the terms and conditions of this RFP. Requests for clarification/questions and/or additional information must be submitted in writing as specified in the above Summary of RFP. No questions will be answered by phone. Any verbal information received from a PPAF employee or other entity shall not be considered as an official response to any question/clarification regarding this RFP.

Copies of questions and responses will be made available in writing on the website of PPAF for information of all Organizations who are on record as having received this RFP before the due date of submission of such clarification/questions as specified in the above summary of the RFP.

8. Instructions for the Preparation of Technical Proposals

Technical proposals shall be submitted as a separate file from financial proposal and shall be clearly labeled as “VOLUME I: TECHNICAL PROPOSAL”.

Technical proposals must include the following contents and information. Guidance notes provided below are intended for information only and must not be included in the proposal by the Organization.

Mandatory documentation shall be provided on specific formats by fully adhering mentioned Means of Verification (MoVs), otherwise, proposal shall not be entertained for further evaluation process.

[Provide here a brief (two pages) description of the background and organizational structure (including organogram) and each associate for this assignment.]

1. Organization's Background/Profile:
2. Profile of Chief Executive Officer:
3. List of Board of Directors/Partners/Management:
4. Organogram of the organization:
5. Proposed structure for the project with job description:

Guidance Notes: Technical approach, methodology and work plan are key components of the Technical Proposal. You are requested to present your Technical Proposal (maximum 50 pages inclusive of charts, diagrams, work plan/implementation plan) divided into the following three sections:

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

a) Technical Approach and Methodology. In this section 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. You may also add the potential risks and opportunities and mitigation/leveraging strategies to be undertaken by the project team. The approach and methodology should also explain the exit/continuity strategy of the proposed project outcomes/intervention after completion of this funding.

b) Work Plan. In this section Organization should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones with delivery dates. The proposed work plan/implementation plan should be consistent with the technical approach and methodology, showing understanding of the SOW.

c) And the ability to translate them into a feasible implementation plan. A list of the final documents, including periodic reports, data and tables, to be delivered as final output, should be included here. The work plan should be consistent with the implementation strategy.

d) Organization and Staffing. In this section Organization should propose the structure and composition of the program team including field teams in relation to the number of households to be targets. List the main disciplines of the assignment, the key experts responsible, and proposed technical staff. Describe and justify composition and organizational structure of the program team/program staff. Key management and technical staff members should be named, and their CVs should be annexed to the Proposal using the CV template (Form 3). This section should describe how the technical expertise and experience of each staff member will contribute specifically to implementing program activities and to achieving the expected results. Describe how the proposed team members have the necessary experience and capabilities to implement technical approach for

achieving results/targets of the program.

Past Performance – Provide a list of at least two (2) recent awards/projects of similar scope and duration. The information shall be supplied as a table and shall include the legal name and address of the organization for which services were performed, a description of work performed, the duration of the work and the value of the contract/agreement, description of any problems encountered and how these were resolved, current contact phone number and email of a responsible and knowledgeable representative of the organization for whom such work was performed (Attachment - C).

Organization should demonstrate technical and managerial expertise that will enable them to implement the intended activities of the program successfully, including the following:

- Brief description of organizational history/expertise
- Experience (including experience of working in technical vocational skills training including digital marketing and life skills training events, in various regions of the country for example Sindh, Punjab, Balochistan and/or KP with PPAF or any other donors) with the approaches proposed in the technical proposal.
- Institutional strength as represented by systems (administrative and financial management systems) and management of personnel/HR system.

Organization should also provide evidence of relevant past performance and explain why and how those achievements are relevant to the proposed program activities. Organization with previous experience implementing similar donor-funded activities should attach as an annex a summary of the two most recent program/projects by utilizing the table format provided in the Attachment-C. Filled-in table of the attachment C **must be signed by the authorized signatory of the Organization.**

9. Basis of Award and Selection Process

9.1 Best Value Determination

PPAF will review all proposals, and make an award based on the technical and cost evaluation criteria stated above and select the Organization whose proposal provides the best value to the PPAF's Program. PPAF may also exclude an offer from consideration if it determines that the Organization is "not responsible", and that it does not have the management and financial capabilities required to perform the work entailed in the SOW.

9.2 Responsibility Determination

PPAF will not enter into financing agreement with the Organization prior to ensuring the Organization's responsibility. When assessing the Organization's responsibilities, the following factors shall be taken into consideration:

- The Organization is qualified and eligible to perform work under applicable laws and regulations of the Islamic Republic of Pakistan. Has a valid operating permit/registration/license/NOC to work in the proposed geographic location/region/district.
- Has the necessary technical skills, organizational experience, accounting and operational controls.
- Ability to comply with required performance schedule/work plan/implementation plan.
- Has satisfactory past performance record with PPAF and/or any other donors

- Has satisfactory record of integrity and business ethics.

10. Scope of Work

Introduction and Background of the project

PPAF's proposed program is to benefit 200 unemployed target beneficiaries in the selected locations of Sindh and Punjab i.e., Karachi (Ibrahim Hyderi) and Sukkur (Sindh), Multan and Bahawalpur (Punjab). These locations provide the ideal mix of external factors, such as high population density, access to established indigenous and large markets and logistic infrastructure. However, the youth remain excluded from making the most of these factors due to socio-economic barriers.

Through this program unemployed youth will be made eligible for employment and self-employment in a year's time by providing high-demand digital and life skills training for the period ranging from 3 to 6 months. The trainings will be focused digital skills such as digital marketing, social media management, graphic design, and ecommerce, as well as life and financial skills. This combination of skills will increase the participant's employability in online markets. To ensure the most out of this investment, the participants will be chosen from locations that have market access and logistic infrastructure. The conducive environment outside of trainings will be a defining point in the employability of the participants.

From amongst the digital skills, areas of training and level of training will be identified through a detailed demand-capacity analysis conducted by assessing market and industry demand and capacity of youth to fulfill that demand. The youth engaged under this initiative will be in the age bracket of 16-24. It is anticipated that at least 75% of the participants will be in the 18-24 age bracket, however we will equally encourage youth in 16-18 years of age to apply as well.

The selected partner organizations will identify the willing youth, both boys and girls, through our existing forums of community organizations, village organization, digital hubs, employment centers (NyKs) and youth centers. The purpose of these informal livelihood platforms is to mobilize and facilitate households in a community to access employment and livelihood opportunities.

To complete the employment value chain, after the training, partner organization will link the youth to market and internship opportunities through its livelihood platforms. PPAF will hold talks with organizations to hire the graduates of the training programs as paid interns and/or employees. As digital skills make a large part of freelance industry, the partner organization will connect the youth to online freelance platforms and handhold initially.

After the internship component is complete and in the case that the trained youth choose to set up their own businesses, the trained youth, with support from our partner organization, can also benefit from the Interest Free Loan Scheme and conventional microfinance services. Consequently, this employment of youth will feed back into the economy of Pakistan and promote sustainable community development. This will be ensured through a Monitoring and Evaluation regime which will simultaneously run with the program to ensure that progress is made in accordance with objectives set at inception.

1. Rationale of the Project

The global rise in technological advances is providing new ways of work, particularly leveraging digital skills. These skills are relevant and important than ever, in lieu of the global pandemic. Over 60% of Pakistan's population falls in the youth category, of these 6.65Million are estimated to be

unemployed in 2020-2021 (Government of Pakistan’s Annual Plan, 2020). For the youth of today, it is essential to possess digital skills to navigate the drastically changing economic situation. However, access to these skills is skewed where youth on the fringes fall through a huge digital divide. We aim to bridge that divide. With this initiative, we will train young persons in state-of-the-art digital skills and life skills to build digital livelihoods.

Pakistan currently has the largest population of young people ever recorded in its history, according to a comprehensive National Human Development Report (NHDR) report launched by UNDP (2020-2021). Pakistan is currently one of the youngest countries in the world and the second youngest in the South Asian region after Afghanistan, the report said adding that of the total population 64 per cent is below the age of 30, and 29 per cent is between the ages of 15-29 years.

2. Objectives of the project

The program aims to train 200 unemployed youth, aged 16-24, in 4 target locations in Sindh and Punjab. The participants will be trained in digital and life skills, to equip them for the online and offline digital markets. The participants will be able to learn new skills and earn income. Each training will be conducted completely online, over a period ranging from 3 to 6 months. The proposed locations have access to an established market and logistic infrastructure.

3. Proposed Activities of the project

The following activities will be carried out, in the proposed project.

- Market need assessment/gap analysis
- Identification of targeted girls and boys (aged 16-24) from the communities of Multan, Bahawalpur, Sukkur, and Karachi (Ibrahim Hyderi)
- Training need assessment of the targeted identified youth
- To identify employable digital skills and assess the current capacity of the youth and to what extent they are eligible to receive trainings. Digital skills Training/Capacity Building Events (including data sim, Mobile bank accounts & internet connectivity)
- Implementation of training events for 200 targeted youth.
- Internship/apprenticeship of the targeted youth after identifying opportunities with industries or other organizations.
- Under Visibility and communication head various level case studies/success stories, leaflets/brochures, articles in newspapers, TV shows etc will be organized and developed.
- Also, detailed a policy brief will be developed, which will broadly cover the scope of youth focused digital technical training within selected districts,

The following table depicts the key interventions, based on above proposed activities.

<u>Stages</u>	<u>Sub activities</u>
Inception phase	Beneficiary selection – Survey through poverty scorecard and identification of potential youth from targeted districts
	Need assessment through technical firm/consultant - Demand and capacity

	Inception report submitted by PO
Implementation	Training curriculum finalization
	Digital Training
	Data Sims and internet connectivity
	Setting up mobile wallets and associated financial literacy training
	Monitoring and evaluation for progress report
	Interim Report
Visibility and Communications	Case studies
	Policy Brief
	Media coverage/TV shows
	Marketing material
	Closing ceremony

4. Duration of project:

The duration of the project will cover a period of 18 months.

11. Evaluation Criteria

Each Technical proposal will be evaluated and scored against the evaluation criteria stated in the following table:

Criteria, sub-criteria, and point system for the evaluation of Technical Proposals are:		<u>Points</u>
(i) Company Profile:		[100]
a) Number and value of similar assignments		[45]
b) Number of current donors/projects		[45]
c) Governance Structure		[10]
	Total = A1	
(ii) Existing/Proposed Key staff:		[100]
a) Chief Executive officer/Managing director		[30]
b) Project Manager		[20]
c) Chief financial officer/Finance manager		[20]
d) Project field officer/Technical Consultant		[15]
e) Monitoring and evaluation officer		[15]
	Total = A2	
The number of points to be assigned to each of the above positions or disciplines shall be determined considering the following three sub-criteria and relevant score:		
1) Education and qualifications		[25]
2) Relevant background/experience		[70]
3) Experience within Organization		<u>[5]</u>
	Total score:	[100]
(iii) Approach & Methodology:		[100]
a) Understanding & Innovativeness		[40]
b) Methodology & Work plan		[60]
	Total = A3	
$\text{Technical Score}^* = \frac{A1[30]}{100} + \frac{A2[30]}{100} + \frac{A3[40]}{100}$		
The minimum technical score required to pass is: 70 Points.		

11. Template for the Preparation of Financial Proposals

Financial Proposal shall be submitted as a separate file (separate) from technical proposal and shall be submitted in sealed envelope clearly labeled as “VOLUME II: FINANCIAL PROPOSAL”.

Provided in Attachment – B is a template to follow for preparation and submission of financial proposal. Organization shall complete the template by providing as much detailed information as possible. Costs must clearly associate with the proposed activities described in the Technical Proposal.

Attachment – A: Proposal Cover Letter

[Please print on Organization’s/Firm’s Letterhead signed & stamped by authorized signatory]

<Insert date>

TO: Unit Head Procurement
Pakistan Poverty Alleviation Fund
(PPAF) Islamabad.

Subject: Submission of Technical and Financial Proposals

Dear Sir/Madam,

We, the undersigned, provide the attached proposals in accordance with RFP No. PPAF-RYE/RFP-2021-06-01 **dated June 18, 2021**.

Certify a validity period of 90 days starting from the deadline of submission as announced in the RFP for the prices provided in the enclosed Financial Proposal. Our technical and financial proposals shall be binding upon us subject to the modifications resulting from any discussions and or negotiations as may be deemed necessary by PPAF.

We understand that PPAF is not bound to accept any proposal it receives or make an award in part or in full to any of the competing organization.

Yours sincerely,

Authorized Signature

Name of Authorized Signatory:

Designation of Authorized Signatory:

Attachment – B: Financial Proposal Template

Financial Proposal - Standard Forms

[Comments in brackets [] provide guidance to the shortlisted Organizations for the preparation of their Financial Proposals; they should not appear on the Financial Proposals to be submitted.]

FORM FIN-1 FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Pakistan Poverty Alleviation Fund]

Dear Sir/Madam,

We, the undersigned, offer to provide the services as an Implementing Partner (Partner Organization) for [Revitalizing Youth Enterprise (RYE) through digital and life skills training funded by the Citi Foundation] in accordance with your Request for Proposal dated [18th June, 2021] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures¹]. This amount is inclusive of the taxes.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Agreement negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Paragraph Reference 1.5 of the Data Sheet.

No commissions or gratuities have been or are to be paid by us to agents relating to this Proposal and Agreement execution.

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 FIN-2 COST ESTIMATES

What is the cost of implementing the project based on the numbers of outputs and activities identified in Annex I. Please give details of staff and operating costs for the type and quantities of activities identified.

Please complete the form below (please add rows as needed):

- 1 Indicate the programme and operation cost/overheads (overheads as percentage of the total non-competitive cost estimates), inclusive of taxes in Pak Rupees. Please use the targets identified in Annex I to calculate these costs.
2. The eligible cost will be reimbursed as % of the total disbursement made of the non-competitive cost. The Implementation Partner/Organization has to keep the minimum required human resource as agreed under the technical proposal.

PROPOSED PROJECT PLAN (18 moths)

Breakdown	Nos	Unit Cost	Year 1				Sub Total	Grand Total
			1st Quarter	2nd Quarter	3rd Quarter	4th Quarter		
Program Cost								
Market gap assessment								
Youth identification-survey through poverty scorecard and TNA								
Capacity building events derived from market gap assessment/TNA								
Visibility and communication								

Policy brief								
Any Other Activities								
Operations Cost								
Grand Total (program me cost + operation al cost)								

Attachment – C: Past Performance Form

Include projects that best illustrate your work experience relevant to this RFP, sorted by decreasing order of completion date for the projects undertaken in last two/three years. This form must be signed by the authorized signatory of the Organization.

Sr. #	Project Title	Description of Activities/Type of interventions	Location Province/ District	Client Name/TEL No	Total Amount of Award / Project	Start and End. Dates	Amount Disbursed (PKR)	# of Beneficiaries reached	Completion Letter/report Received from Donor? (Yes/No)
1									
2									
3									

Name of Authorized Signatory:

Designation of Authorized Signatory:

Signature of Authorized Signatory

Attachment – D: Proposal Checklist

(tick all of the applicable check boxes as listed below)

Have your Organization?

Submitted the technical and financial proposals to PPAF in sealed envelopes to the office address (mailing address) as specified in the instructions above?

Does your proposal include the following?

Signed Cover Letter *(as per specimen)*

Both sealed envelopes containing Technical and Financial proposals are clearly labeled “VOLUME I: TECHNICAL PROPOSAL” and “VOLUME II FINANCIAL PROPOSAL” respectively.

Both of the sealed envelopes containing Technical and Financial proposals are clearly marked with name and return address of the applicant Organization.

Mandatory documentation comprising of:

1. Valid registration certificate (certified true copy of registration certificate not older than 3 months from the date of submission of RFP) of the organization is provided according to the applicable registration authority/entity of Government of Pakistan
2. Signed Audited Financial Statement of last year of the applicant organization is provided.
3. Past Performance Project Sheets (Form No. 1)
4. CURRICULUM VITAE (CV) FOR EXISTING KEY STAFF (Form No. 2)
5. Signed Declaration of Non-exclusionary Organization (Form No. 3)
6. Signed Declaration of Undertaking for Compliance (Form No. 4)
7. Signed Declaration of Non-Blacklisting (Form No. 5)

CVs of proposed key staff who would be assigned to the program have been included in the technical proposal as per format provided in Form No. 2

Technical Proposal complies with all requirements of the SoW and the RFP

Response to each of the evaluation criteria outlined in the RFP

Documents used to determine Responsibility and Eligibility

Past Performance (completed template as per Attachment C) and project sheets as per Form No. 1

Name of Authorized Signatory:

Designation of Authorized Signatory:

Signature of Authorized Signatory

Form No. 1: Past Performance Project Sheets

Name of Organization:	
Project name:	
Approx. value of the contract:	
Country Pakistan	Location within Country (Districts)
Name of Donor/ Funding Agency	Duration of Project (months):
Start date (month/year):	Completion date (month/year):
No. of Project Staff	Name of senior employees of your organization involved in project implementation¹
Name of Consortium Members (if the project was implemented by a consortium) 1. 2. 3.	
Project Objectives, Outcomes and list of major activities (Not more than 500 words) <u>Project Outcomes</u> <u>List of major activities (along with targets)</u>	
An active reference of representative of donor/ client/ funding agency who can be contacted by PPAF to confirm the information provided in this project sheet	
Name	
Designation	
Organization	
Email Address (please provide official email address)	
Contact Number (Please provide active landline and cell number)	

¹ Indicate key personnel such as Project Manager, M&E Manager, Community Mobilization Manager, etc.

Form No. 2 CURRICULUM VITAE (CV) FOR EXISTING KEY STAFF

1. **Position** [*only one candidate shall be nominated for each position*]: _____

2. **Name of Firm** [*Insert name of NGO proposing the staff*]: _____

3. **Name of Staff** [*Insert full name*]: _____

4. **Date of Birth**: _____ **Nationality**: _____

5. **CNIC No** (if Pakistani): _____ **or Passport No**: _____

6. **Education**:

<i>Degree</i>	<i>Major/Minor</i>	<i>Institution</i>	<i>Date (MM/YYYY)</i>

7. **Membership of Professional Associations**: _____

8. **Other Training** [*Indicate significant training since degrees under 6 - Education were obtained*]: _

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.*]:

<i>Employer</i>	<i>Position</i>	<i>From (MM/YYYY)</i>	<i>To (MM/YYYY)</i>

11. Detailed Tasks Assigned

[List all tasks to be performed under this assignment]

Form No. 3 DECLARATION OF UNDERTAKING OF NON-EXCLUSIONARY ORGANIZATION

(To be printed and signed on official letterhead of the organization by the authorized signatory)

Dated: _____

To:

Pakistan Poverty Alleviation Fund

Reference: Request for Proposal for **(Insert assignment Name)**

[Please insert organization's name here], a [Non-Government Organizations/ Rural Support Program/ Community-based Organizations] registered with *[Please insert name of registration authority here]*, hereby declares that it does not have any political, ethnic and/or sectarian affiliation and is not discriminatory and/ or exclusionary in nature.

[Please insert organization's name here] further affirms that its services/programs are open for all irrespective of religion, ethnicity, gender, age and race.

From:

Name of Authorized Signatory: _____

Designation of Authorized Signatory: _____

Signature of Authorized Signatory _____

Form No. 4 DECLARATION OF UNDERTAKING FOR COMPLIANCE

(To be printed and signed on official letterhead of the organization by the authorized signatory)

Dated: _____

To:

Pakistan Poverty Alleviation Fund

Reference: Request for Proposal (**Insert assignment Name**)

We, [*Please insert organization's name here*], having head office at [please insert address of organization's head office], do hereby declare on solemn affirmation that:

Conformity to PPAF's Environmental & Social Management Framework

1. We have read PPAF's Environmental & Social Management Framework
2. If selected as Organization for implementation of Program, we shall manage the environmental aspects of all of our project operations in compliance with the ESMF.

Conformity to PPAF's Monitoring and Evaluation (M&E) procedures and reporting requirements.

3. We understand the M&E requirements and agree to submit regular monitoring reports to PPAF, if selected as Organization for implementation of Program
4. We hereby confirm our willingness to submit to monitoring and evaluation by the PPAF or any outside agency appointed by the PPAF for this task.
5. We affirm our willingness to conform to all reporting requirements as required by PPAF.

Record keeping capability.

6. Our record-keeping systems are capable of adequately maintaining record of all documents, relevant records and information in respect of financing received from the PPAF.
7. We are willing to furnish these to the PPAF as and when needed.

Willingness to accept external audits.

8. We are willing to accept mandatory external audits by a firm of Chartered Accountants having quality control rating (QCR) acceptable to the PPAF.

From:

Name of Authorized Signatory: _____

Designation of Authorized Signatory: _____

Signature of Authorized Signatory _____

Form No. 5 DECLARATION OF NON-BLACKLISTING

(To be printed and signed on official letterhead of the organization by the authorized signatory)

Dated: _____

To:

Pakistan Poverty Alleviation Fund

Reference: Request for Proposal for **(Insert assignment Name)**

We, *[Please insert organization's name here]*, having head office at *[please insert address of organization's head office]*, do hereby declare on solemn affirmation that:

1. We have not been blacklisted by any Government department/ agency
2. We acknowledge that we have read and understood the Proposal documents along with all terms and conditions specified therein
3. We understand that PPAF shall have the right, at its exclusive discretion, to require, in writing, further information or clarification of the Proposal, from any or all of the Applicant(s)

From:

Name of Authorized Signatory:

Designation of Authorized Signatory:

Signature of Authorized Signatory
