

## **Pakistan Poverty Alleviation Fund**

### **Minutes of the Pre-proposal Meeting**

#### **Matching Grants facility through capacity enhancement of SMEs**

<b>Date</b>	0	9	0	4	2	5	<b>Starting Time</b>	11:00 hrs	<b>Ending Time</b>	1200 hrs
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<b>Venue</b>	Microsoft Teams (Online)
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#### **Participants: PPAF**

Sohail Khan Bangash, Operations Lead-GRASP
Sohaib Majeed, Manager-Procurement
Waseem Khan-Procurement & Compliance Manager

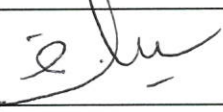
<b>Agenda</b>	<b>Pre-proposal Meeting – <u>Matching grants facility through capacity enhancement of SMEs</u></b>
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#### **Summary of Discussions & Decisions:**

<b>Sr</b>	<b>Points of Discussion</b>	<b>Decisions (by whom &amp; when)</b>
<b>01</b>	<p>The meeting commenced with a warm welcome by Sohaib Majeed, Manager-Procurement, PPAF. He expressed appreciation for the participants' interest and participation. Following this, Sohail Khan Bangash, Operations Lead-GRASP shared the objectives of the meeting, provided a brief overview of the GRASP Project, and introduced the Terms of Reference (ToRs) for the assignment.</p> <p>He further explained that PPAF is seeking the services of a qualified consultancy firm to serve as a Mentor Organization for providing financial literacy and financial management training to SMEs under the GRASP Project. The assignment will follow standard consulting terminology in official documentation. The key objective is to enhance the financial management capacity of SMEs through structured training and sustained support.</p> <p>Sohail Khan Bangash explained the participants about the Growth for Rural Advancement and Sustainable Progress (GRASP) Project is a six-year initiative funded by the European Union and led by the International Trade Centre (ITC). It is implemented in collaboration with FAO, SMEDA, and PPAF. The project aims to reduce poverty by strengthening SMEs in 22 districts across Balochistan and Sindh (10 in Balochistan and 12 in Sindh). Value Chains Covered: Horticulture: Banana, Mango, Date, Olive, Grapes, Onion, Tomato and Livestock: Cattle, Goat, Sheep, Backyard Poultry</p> <p>Moreover, participants were explained that the assignment targets matching grant grantee/SMEs, with tailored capacity-building support. Training will be delivered through One-on-one sessions, On-site engagement at SMEs and or POs offices. Coordination with 7 PPAF Partner Organizations (4 in Sindh, 3 in Balochistan) will</p>	<b>PPAF &amp; Consulting Firms</b>

Sr	Points of Discussion	Decisions (by whom & when)
	be beneficial. The assignment Duration and Key Activities mentioned in the advertised RFP and ToRs were also briefed.	
02	<p>The following expectations and challenges were discussed that despite challenges like internet issues or travel barriers, the organization is expected to maintain consistent delivery and field presence. Monitoring systems must be in place to track implementation and address field-level issues in real time. The final selection will be based on adherence to the ToR and performance against the outlined expectations.</p> <ul style="list-style-type: none"> <li>As per Request for Proposal (RfP), a minimum of 5 years of experience is required. If a firm has less than 5 years of experience, it will be disqualified.</li> <li>The SMEs being trained are already selected and some selection will be finalized by the end of April 2025.</li> <li>Regarding the attendance in Balochistan, it will be the consultant's responsibility to gather all participants at one place.</li> <li>The trainer/facilitator will remain in the designated districts/PO and with the SMEs for 5 months to capacitate SMEs. The composition of the team is mentioned in the ToR. For example, if 07 experts are required, the Consultant should recruit 07, because we have 07 organizations. In some cases, the Consultant might even hire more for instance, if Taraqee Foundation covers 6 districts, one expert can't cover all 06, then the Consultant can hire 02 or more experts.</li> <li>The firms must apply for both provinces, not only one province.</li> <li>The budget proposed by the firms must remain within the budget mentioned in RFP inclusive of all taxes applied.</li> <li>The proposed team must meet the qualification and skill requirement mentioned in the RfP.</li> <li>The Focal Person of the assignment is Business Development Manager GRASP PPAF.</li> <li>The 120-125 SMEs are already registered. The Consultant firm can go to the SMEs workplaces or call them to their office or even use the partner organization's location for a 2-day session; half-day training session may not be effective.</li> </ul> <p>The firms were requested to submit Technical and Financial Proposals by the due date i.e., 18<sup>th</sup> April 2025 before 5:00 p.m.</p>	PPAF & Consulting Firms

**Signature:**

Sohail Khan Bangash, Operations Lead-GRASP	
Sohaib Majeed, Manager-Procurement	