**TERMS OF REFERENCES (TORS) FOR HIRING OF CONSULTANCY SERVICES FOR WOMEN EMPOWERMENT THROUGH DIGITAL SKILLS UNDER KP-YEP**

**(Proc. Ref. PK-KPITB-123641-CS-QCBS)**

**1: PROJECT BACKGROUND:**

Khyber Pakhtunkhwa Information Technology Board (KPITB) is a public sector autonomous organization established under an Act of the Khyber Pakhtunkhwa (KP) Assembly in May 2011, for the promotion, planning, execution, supervision, evaluation and regulation of Information Technology, and Communication Technology, Information and Communication Technology enabled services and education for public and private sector of the Province of the Khyber Pakhtunkhwa, Pakistan.

The KPITB is undertaking a project titled “Digital Jobs in Khyber Pakhtunkhwa” for promoting Business Process Outsourcing (BPO) industry in Khyber Pakhtunkhwa and women empowerment & inclusion in the digital economy. The project is funded through a grant by the Multi Donor Trust Fund (MDTF), administered through the World Bank.

Under the ‘Digital Jobs in Khyber Pakhtunkhwa’, KPITB invites Request for Expression of Interest (REOI) from well-established national consultancy firms (“The Consultants”), offering trainings on employable digital skills. The assignment aims to train up to 3000 women on different digital skills to ensure women inclusion in the digital economy under KP-YEP Women Empowerment through Digital Skills. KPITB intends to hire the services of consultant training firms to train up to 3000 females of the province under this initiative.

**2:** **SCOPE OF SERVICES**

The consulting services (“the Services”) include but not limited to:

1. The consultancy firm shall hold meetings with industry experts and propose course outlines and detailed curated curriculum with justifications for the employable digital skills from the list below but not limited to;
   * 1. Social Media Marketing
     2. Graphics Design
     3. Website Design and Development
     4. Blogging and Content Writing
     5. Freelancing
2. The consultancy firm shall develop a detailed implementation strategy which includes market research, proposed training plan including training methodology, profiles of trainers, lesson plan, M&E plan, and outreach/promotional events plan.
3. The consultancy firm shall conduct awareness sessions for engaging youth to register in the trainings under “Women Empowerment through Digital Skills under KPYEP”.
4. The consultancy firm shall identify and arrange Public Sector Universities and Institutions, at least one in each of the seven divisions of Khyber Pakhtunkhwa for housing trainings.
5. The consultancy firm shall select trainees according to the criteria set in consultation with KPITB and share the final list of the selected trainees on periodic basis.
6. The consultancy firm shall conduct the trainings in-person through well-trained and certified professionals (where applicable) in person as per the schedule shared with KPITB.
7. The consultancy firm shall conduct post training assessments through an assessment platform developed by the KPITB.
8. The consultancy firm shall also provide mentorship and career guidance to the trained females after successful trainings.
9. The consultancy firm shall maintain post-training database of participants in respect of their employability

**6: DURATION OF THE SERVICES:**

The consultant shall be hired initially till 30th June 2020 year with a view to extend it for another one year based on satisfactory performance.

**7: CRITERIA FOR SHORTLISTING OF CONSULTANTS:**

Interested consultants shall provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. Consultant shall be short-listed on the basis of following minimum eligibility criteria and other terms and conditions:

1. **Proof of Incorporation or Business Registration**

The interested consultants shall provide two (02) years of registration/incorporation with relevant registration body in their country of business operations. The selected consultant shall be required to register with FBR and Khyber Pakhtunkhwa Revenue Authority (KPRA).

1. **Complete Profile**

Company profile with list of clients and references relevant to the scope of this REOI.

1. **Relevant Experience**

The consultant shall provide verifiable evidence of undertaking at least one similar nature of assignment relevant to aforementioned deliverables.

1. **Financial Strength**

The consultant shall provide audited financial statements of the last two (02) years, showing its financial strength. The information provided will remain confidential with the KPITB.

1. **Human Resource & Expertise**

Profile of human resource/staff, relevant to the scope of this REOI that would be specifically dedicated to this project;

1. The RFP Documents shall be issued to shortlisted consultants only as per aforementioned eligibility criteria.
2. Consultants may associate with other firm/enterprises to enhance their qualifications, but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.
3. A Consultant will be selected in accordance with the QCBS method (National Competitive Approach) as set out in the Procurement Regulations of the World Bank
4. The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank’s “Procurement Regulations for IPF Borrowers” July 2016 (“Procurement Regulations 2016”), setting forth the World Bank’s policy on conflict of interest. In addition, please refer to the paragraph 3.17 of the Procurement Regulations regarding specific information on conflict of interest related to this assignment.
5. Consultants may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications.
6. The Procurement Committee reserves the right to accept or reject any or all applications as per prevailing procurement regulations of World Bank.
7. Further information can be obtained at the address below during office hours i.e. 0900 to 1700 hours.

# 9: LAST DATE FOR SUBMISSION OF APPLICATION AND OPENING:

Sealed envelope marked as **“REOI Hiring of Consultancy Services for Women Empowerment through Digital Skills under KP-YEP”** along with requisite documents shall reach at the address mentioned below, not later than **1400 hour, dated: October 21, 2019**. REOI would be opened on the same day at **1430 hour** in the presence of participating consultants or their agents, who wish to be present.

**Khyber Pakhtunkhwa Information Technology Board (KPITB)**

Attn: Procurement Manager (Digital Jobs in Khyber Pakhtunkhwa)

Address: Plot # 134-136, Industrial Estate Hayat Abad Peshawar, KP Pakistan

Tel: +92-91-5891512, 9219505

Fax: +92-91-5891151

E-mail: *m.bilal15@yahoo.com*