

REQUEST FOR PROPOSAL (RFP)

RFP No: 1072	Delivery Point: AKRSP Chitral
RFP Date: July 23, 2024,	Submission Date: July 31, 2024

Introduction

The Aga Khan Rural Support Programme (AKRSP) is a not-for-profit organization registered under section 42 of Companies Ordinance 1984. It works to improve the livelihoods of people living in the Gilgit-Baltistan and Chitral. AKRSP works in the fields of social organization, institutional development, resource development, natural resource management, infrastructure development and entrepreneurship and market development.

Purpose of Request for Proposal (RFP)

The purpose of this intervention is to provide 01 month training on the following trades.

- 1. One Month Beautician Training for Young Women**
- 2. One Month Fashion and Dress Designing Training for Young Women**
- 3. One Month General Electrician Training for Young Men**
- 4. One Month Tile Fixing & Plumbing Training for Young Men**
- 5. One Month Solar PV Technician Training for Young Men**
- 6. One Month Building Painting & Polishing Training for Young Men**

SERVICE PROVIDER'S RESPONSIBILITIES

- Develop & share detailed course manual, outline and plan including timeline of proposed training.
- Provide qualified and certified trained instructors for the assignment.
- Conduct pre and post assessments.
- Provide access to the authorized representatives of the AKRSP or its auditors for inspection and audit as and when necessary.
- Maintain the trainee's data, attendance sheet and other documentation on AKRSP's prescribed given formats.
- Share the assessment results with AKRSP.
- Submit training completion report at the end of training program.
- Record of grant utilization and its outcome.
- Provision of course completion certification to trainees from Government authorized institutions.

Training Specifications for Bidding

Session duration: 4 – 6 Hours daily (Morning or Evening shift: training will be finalized according to trainees' availability).

Session days: 1 Month.

Conditions

Interested bidders are to follow the following conditions and instructions:

Conditions

The Aga Khan Rural Support Programme reserves the right not to select any proposal or not to select the least expensive proposal. Furthermore, it reserves the right to accept proposals in whole or in part, to discuss or negotiate different or additional terms to those envisaged in this REQUEST FOR PROPOSAL for the Provision of Training on Vocational Skills, or to amend and modify any terms of this REQUEST FOR PROPOSAL for the Provision of Training.

Until a contract resulting from the REQUEST FOR PROPOSAL for the Provision of Training is executed, the bidder must not disclose any details pertaining to their proposal and the selection process in whole or in part, to anyone not specifically involved in their proposal, unless written consent is secured from the AKRSP, prior to such disclosure.

The bidder shall not issue a news release or other public announcements pertaining to details of their proposal or the selection process without the prior written approval of the AKRSP.

The selected bidder will not divulge to any third party any of the information obtained during the assignment without the prior consent of the AKRSP. The bidder will moreover ensure that one's employees, and any other persons it may engage to assist it in the performance of its assignment, shall be similarly so bound.

Instructions for submitting the REQUEST FOR PROPOSAL (RFP):

Please use separate envelopes for each trade applying for.

Together with the proposal, bidders must submit relevant documents for RFP submission which includes:

- a) Brief profile of organization/firm including experience in conducting similar trainings.
- b) A detailed CV's of instructors.
- c) A detailed training Course outline and plan including timelines.
- d) Financial Budget of the proposal.

Sealed and separate envelope through post or by hand, clearly marked '**REQUEST FOR PROPOSAL for the Provision of One month training on (write name of trade apply for)**', are to be submitted at AKRSP Regional Programme Office Chitral by **Wednesday the 31st of July 2024** before **02.00 p.m.** at the address below:

Admin and Procurement officer

Regional Programme office Chitral

Near Shahi Masjid Zargarndeh Chitral Lower.

Note: Late submissions, after closing date and time will not be considered.

Evaluation process

The Evaluation Process will be carried out by an Adjudication Team appointed by the AKRSP. The Adjudication Committee will score the bids individually, based on the following criteria:

S- No	Evaluation Criteria	% Weighting
1	The quality and completeness of the proposal submitted and the level of understanding of the assignment. (<i>Course Manual, outline on above-mentioned trades/skillsets, and detailed training plan should be included</i>)	20
2	The track record & experience of the bidder in handling similar trainings for at least 3 years.	20
3	The qualification of the instructor The individuals must have relevant background or certified trainer. (<i>CV's and educational testimonials including relevant certificates should be included</i>)	20
4	Budget of the proposal including Training Fee, Food and accommodation and Stationery for trainees	40
Total Weighting		100

Proposed Financial Breakdown

Please use below format for financial part.

S #	Cost Head	Unit	Qty	Unit Cost	Total cost
1	Training Cost	Per month Per Person	1		
2	Hostel Food and accommodation (As Per Standard set by Chitral Hostels Associations for food and accommodation)	Per month Per Person	1		
3	Stationery	Per month Per Person	1		
4	Certificates	Nos	1		
Total					

Eligibility Declaration.

We, the undersigned, certify to the best of our knowledge and we have read the guidelines including the terms of reference (TOR), for this assignment. We confirm that the qualification details and training references submitted as part of this RFP accurately reflect technical competence & relevant experience.

Head of Institute Signature with Stump: _____

Date of Submission : _____