**KARANDAAZ PAKISTAN**

**Request for Proposal**

18 July 2018.

**SECTION 1. LETTER OF INVITATION**

RFP no. 49

18th July 2018, Islamabad

1. The purpose of this RFP is to solicit bids from companies interested in providing Consultancy services needed to conduct needs assessment of women led businesses to inform training requirements and provide customized Business Development Support. The RFP is designed to assess whether organizations are able to provide the services required, and through a competitive and fair assessment, select a winning vendor for a goods and services year-long contract.
2. Karandaaz Pakistan invites sealed proposals from interested and eligible organizations. More details on the Services required are provided in the Terms of Reference (Section 4 of RFP).
3. The company will be selected under open competitive procedures, in accordance with the procurement policies and procedures of Karandaaz Pakistan.In the event of any conflict or inconsistency in terms and conditions of the request for proposal, Karandaaz Pakistan procurement policies and procedures shall prevail.
4. The full RFP is available at [**www.karandaaz.com.pk**](http://www.karandaaz.com.pk).
5. Both financial and technical proposals must be submitted before 12:00 noon Pakistan Standard Time on 08th August 2018. Offerors must prepare four hard copies of the technical proposal and one hard copy of the cost proposals, and submit in separate **sealed** envelopes to the attention of ‘The Procurement Department’ 1-E, Ali Plaza, D Chowk, Mezzanine Floor, Naziumudin Road, Blue Area, Islamabad

Yours sincerely,

**The Procurement Department**

Karandaaz Pakistan

**SECTION 2. INSTRUCTIONS TO FIRMS**

**A. General**

1. **Scope of Proposal**

Karandaaz Pakistan issues this Request for Proposal (RFP) for the following services:

“Consultancy services needed to conduct needs assessment of women led businesses to inform training requirements and provide customized Business Development Support.”

Throughout this RFP:

1. The term “in writing” means communicated in written form (e.g., by mail, e-mail, fax)
2. “Day” means calendar day
3. **Fraud and Corruption**

Firms shall comply with Karandaaz Pakistan’s policy regarding fraud and corruption given in Section 3 of the RFP.

1. **Eligibility**

Karandaaz Pakistan may specify certain minimum qualification criteria in the Terms of Reference e.g. minimum years of relevant experience.

The firm has an obligation to disclose to Karandaaz Pakistan any situation of actual or potential conflict that impacts its capacity to serve Karandaaz Pakistan’s best interests. Failure to disclose such situations may lead to the disqualification of the firm or the termination of its Contract. Karandaaz Pakistan’s policy with regard to conflict of interest is given Section 3 of the RFP.

Firms shall provide such evidence of their continued eligibility satisfactory to Karandaaz Pakistan, upon request.

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1. **One Proposal Per Firm**

Each firm shall submit only one proposal, either individually or as a partner in a joint venture. A firm that submits or participates in more than one proposal shall cause all the proposals with the firm’s participation to be disqualified. However, this does not limit the participation of subcontractors and individual experts in more than one proposal.

1. **Cost of Preparation of Proposal**

The firm shall bear all costs associated with the preparation and submission of its proposal. Karandaaz Pakistan shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

**B. Request for Proposal**

1. **Contents of the RFP**

The RFP includes the documents listed below and any Addendum issued in pursuant to point 8 of this section ‘Amendment of RFP’.

Section 1 - Letter of Invitation

Section 2 - Instructions to firms

Section 3 – Procurement Policy – vendor conduct

Section 4 - Terms of Reference

Annexure A – Proposal Submission Form

1. **Clarification of RFP**

All questions and/or clarifications regarding this RFP must be submitted via email to Procurement@karandaaz.com.pk no later than 12:00PM local time on July 23, 2018. All correspondence and/or inquiries regarding this solicitation must reference the RFP number. No phone calls or in-person inquiries will be entertained; all questions and inquiries must be in writing

Questions and requests for clarification—and the responses thereto—will be circulated to all RFP recipients who have indicated an interest in bidding by 5:00PM on July 24, 2018.

Only the written answers will be considered official and carry weight in the RFP process and subsequent evaluation. Any verbal information received from a Karandaaz employee or other entity should not be considered as an official response to any questions regarding this RFP.

1. **Amendment of RFP**

At any time prior to the deadline for submission of bids, Karandaaz Pakistan may amend the RFP by issuing an Addendum.

Any Addendum issued shall be part of the RFP and will be communicated via the Karandaaz Pakistan website. Firms are advised to monitor the site for updates.

To give prospective firms reasonable time in which to take an Addendum into account in preparing their bids, Karandaaz Pakistan may, at its discretion, extend the deadline for the submission of bids, pursuant to point 17 ‘Deadline for Submission of Proposals’ of this section.

**C. Preparation and Submission of Proposals**

1. **Language of proposal**

All documents relating to the proposal shall be written in the English language.

1. **Documents Comprising the Proposal**

The proposal shall consist of the following:

1. All applicants should submit 3 copies of the technical proposal covering the following:
2. 1. A cover letter summarising their suitability for the assignment and satisfying the prerequisites
3. Mentioned above.
4. 2. An updated firm profile, addressing points 1 and 2 mentioned in the Qualifications section
5. Above.
6. 3. CVs of team members, addressing point 3 mentioned in the Qualifications section above.
7. 4. Detailed approach for assessing businesses and developing growth plans.
8. 5. Proposed work plan, including key milestones and timelines.

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1. Financial proposal
2. All applicants are also required to submit 1 copy of the financial proposal, including the following:

1. Budget in Pak Rupee. The financial proposal should mention budget for Activity 1 and 2

1. separately as specified in the Budget Specifications/Payment section
2. **Currencies of Bid and Payment**

Firms may express the price only in PKR.

1. **Proposal Validity**

Proposal shall remain valid for ninety (90) days after the proposal submission deadline date established by Karandaaz Pakistan. A proposal valid for a shorter period shall be rejected as non-responsive.

In exceptional circumstances, prior to the expiration of the proposal validity period, Karandaaz Pakistan may request all firms who submitted their proposals to extend the period of validity of their proposal for a specified additional period. The request and the responses shall be made in writing. If the firm agrees to extend the validity of its proposal, it shall be done without any change in the original proposal and with the confirmation of the availability of the key experts. The firm has the right to refuse to extend the validity of its proposal in which case such proposal will not be further evaluated.

If any of the Key Experts become unavailable for the extended validity period, the firm shall provide a written adequate justification and evidence satisfactory to the Client together with the substitution request. In such case, a replacement Key Expert shall have equal or better qualifications and experience than those of the originally proposed Key Expert. The technical evaluation score, however, will remain to be based on the evaluation of the CV of the original Key Expert.

If the firm fails to provide a replacement Key Expert with equal or better qualifications, or if the provided reasons for the replacement or justification are unacceptable to the Client, such Proposal will be rejected.

1. **Proposal Security**

In this procurement, a proposal security is not required.

1. **Alternative Proposals**

Alternative proposals shall not be considered.

1. **Format, Signing, and Submission of Proposals of Proposal**

The firm shall prepare and email a scanned copy of the documents comprising the Proposal as described in point 10 on official company letterhead. Each document shall be signed by a person duly authorized to sign on behalf of the firm. All pages of the proposal shall be initialled by the person or persons signing the proposal.

Both financial and technical proposals must be submitted before 12:00 noon Pakistan Standard Time on August 08th, 2018. Offerors must prepare four hard copies of the technical proposal and one hard copy of the cost proposals, and submit in separate **sealed** envelopes to the attention of ‘The Procurement Department’ 1-E, Ali Plaza, D Chowk, Mezzanine Floor, Naziumudin Road, Blue Area, Islamabad

The proposal should also be sent to the following email address: [**procurement@karandaaz.com.pk**](mailto:procurement@karandaaz.com.pk) with the subject line: Responding to RFP for “Consultancy services needed to conduct needs assessment of women led businesses to inform training requirements and provide customized Business Development Support”.

The Proposal shall contain no alterations or additions, except those to comply with instructions issued by Karandaaz Pakistan, or as necessary to correct errors made by the firm, in which case such corrections shall be initialled by the person or persons signing the Proposal.

1. **Deadline for Submission of Proposals**

Proposals must be received by Karandaaz Pakistan no later than 12:00 noon Pakistan Standard Time on August 08, 2018.

Karandaaz Pakistan may extend the deadline for submission of proposals by issuing an amendment in accordance with point 8 ‘Amendment of RFP’, in which case all rights and obligations of Karandaaz Pakistan and the firms previously subject to the original deadline shall then be subject to the new deadline.

1. **Late Proposals**

Any Proposal received late by Karandaaz Pakistan will be considered only at the discretion of the evaluation team

1. **Withdrawal, Substitution, and Modification of Proposals**

Firms may withdraw, substitute or modify their proposals by giving notice in writing before the deadline for submission of proposals prescribed in point 16 ‘Deadline for Submission of Proposal’ of this section.

Each firm’s withdrawal, substitution or modification notice shall be prepared, sealed, marked, and delivered in accordance with point 15 ‘Format, Signing, and Submission of Proposals of Proposal’, with the subject line as: Responding to RFP for “Consultancy services needed to conduct needs assessment of women led businesses to inform training requirements and provide customized Business Development Support - “WITHDRAWAL,” SUBSTITUTION” or “MODIFICATION” as appropriate. No Proposal may be substituted or modified after the deadline for submission of proposals.

**E. Proposal Opening and Evaluation**

1. **Proposal Opening**

Karandaaz Pakistan shall open the proposals, including modifications made pursuant to point 18, on the business day following the deadline, as per point 16.

1. **Confidentiality**

Information relating to the examination, evaluation, comparison, and post-qualification of proposals, and recommendation of contract award, shall not be disclosed to firms or any other persons not officially concerned with such process until publication of the contract award. Any effort by a firm to influence Karandaaz Pakistan in the examination, evaluation, comparison, and post-qualification of the Proposals or contract award decisions may result in the rejection of its Bid. Notwithstanding the above, from the time of proposal opening to the time of contract award, if any firm wishes to contact Karandaaz Pakistan on any matter related to the bidding process, it should do so in writing at the address indicated in point 7 ‘Clarification of RFP’.

1. **Clarification of Bids**

To assist in the examination, evaluation, and comparison of proposals, Karandaaz Pakistan may, at its discretion, ask any firm for clarification of the firm’s proposal. The request for clarification and the response shall be in writing, but no change in the price or substance of the proposal shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered by Karandaaz Pakistan in the evaluation of the proposals in accordance with point 25 ‘Correction of Errors’.

1. **Preliminary Examination of Proposals**

Prior to the detailed evaluation of proposals, Karandaaz Pakistan shall first review each Proposal and check the power of attorney or any other form demonstrating that the representative has been duly authorized to sign the proposal, initialization of all pages, etc.

1. **Determination of Firm’s Eligibility and Qualifications**

Then Karandaaz Pakistan shall determine whether the firm meets the eligibility and qualification requirements of the bidding documents. Firms failing to comply with the eligibility criteria indicated in point 3 ‘Eligibility’ shall be disqualified.

Further, Karandaaz Pakistan shall determine whether the proposal is substantially responsive to the requirements of the bidding documents.

Karandaaz Pakistan’s determination of a proposal’s responsiveness is to be based on the contents of the proposal itself. A substantially responsive proposal is one, which conforms to all the terms, conditions, and specifications of the RFP, without material deviation or reservation. A material deviation or reservation is one (a) which affects in any substantial way the scope, quality, or performance of the service; (b) which limits in any substantial way, inconsistent with the RFP, Karandaaz Pakistan’s rights or firm’s obligations under the contract; or (c) whose rectification would affect unfairly the competitive position of other firms presenting substantially responsive Proposals.

1. **Evaluation of Technical Proposal**

Karandaaz Pakistan shall evaluate the technical aspects of the proposals received, applying the evaluation criteria specified in this point. Each proposal that is not rejected for reasons stated in these Instructions will be given a technical score.

The evaluation criteria, relevant sub-criteria, and point system to be used to evaluate the Technical Proposals shall be:

Technical Proposal (80% of total score)

- Firm Experience (20%) including:

1) Demonstrated experience in providing mentorship, and/or coaching and business

development support to enterprises on a wide array of topics and in diverse sectors.

2)  Experience in working collaboratively with multiple individual and groups.

- Competencies of Firm (15%) including:

1) Ability to access and make available a network of mentors/coaches and experts who are

familiar with Pakistan’s entrepreneurship landscape, its legal and regulatory landscape and

are willing to travel across Pakistan to work directly with the businesses.

- Personnel (15%)

1) A high-quality team with demonstrated experience of delivering similar projects and

programs, which can work creatively to deliver value to the selected businesses.

2) A firm, with individuals who are responsive, and have an ability to multitask and complete

projects within tight timelines

3) A designated Project Coordinator, with relevant skills, who will be the primary point of

contact for facilitating this activity.

- Proposal (30%)

1) A relevant work plan, including key milestones and timelines

*Minimum qualification*: Applicant must be applying on behalf of a firm (and not as an individual). Interested firms must have an NTN, and be able to travel and work across Pakistan.

1. **Correction of Errors**

Proposals determined to be substantially responsive shall be checked by Karandaaz Pakistan for any arithmetic errors. Errors shall be corrected by Karandaaz Pakistan as follows:

Where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern.

The amount stated in the proposal shall be adjusted by Karandaaz Pakistan in accordance with the above procedure for the correction of errors and, with the concurrence of the firm, shall be considered as binding upon the firm. If the firm does not accept the corrected amount, the proposal shall be rejected.

1. **Currency for Price Evaluation**

For evaluation and comparison purposes, Kaandaaz Pakitan shall convert all proposal prices expressed in US Dollars into an equivalent amount in PKR, using the selling exchange rates established by the State Bank of Pakistan on the date of proposal opening specified in point 19 ‘Proposal Opening’.

1. **Evaluation of Proposal Price and ranking :**

Financial Proposal (20% of Total Score)

Cost proposals submitted will be evaluated according to price reasonableness determination under full and open competition and known market conditions.

20 points will be awarded to the lowest responsive bidder while rest of the bids will be allocated points according to following formula:

Points of a Bidder = (P1/ P2)\* 20

Where:

P1= Price of Lowest Responsive Bidder

P2= Price of the Bidder

Budget in Pak Rupee. The financial proposal should mention budget for Activity 1 and 2

Separately as specified below:

**Activity 1:***Needs Assessment and development of business growth plans*

**-**Provide a fixed cost for per business assessment and planning exercise.

**Activity 2:***Business Development Service Delivery*

- Provide the management fee rate for procurement of third party/consultant services, per

business. The firm is expected to get approval from Karandaaz on the consultant/third party

they will engage to provide business development services/mentorship to the businesses.

- Out of pocket expenses, such as travel will be reimbursed on lower than actual amounts or up to 15% of contract value. Consultant will need to provide evidence of expense incurred through supporting receipts.

**F. Award of Contract**

1. **Award Criteria**

Subject to 31 below, Karandaaz Pakistan shall award the contract to the firm whose proposal has been determined to be substantially responsive to the RFP and which has the highest combined technical and financial score, provided that such firm has been determined to be eligible in accordance with point 3.

1. **Karandaaz Pakistan’s right to accept Any proposal and to reject any or all proposals**

Notwithstanding point 28 above, Karandaaz Pakistan reserves the right to accept or reject any proposal, and to cancel the bidding process and reject all bids, at any time prior to the award of contract, without thereby incurring any liability to the affected firm or firms or any obligation to inform the affected firm or firms of the grounds for Karandaaz Pakistan’s action.

1. **Notification of Award and Signing of Agreement**

The firm whose Proposal has been accepted shall be notified of the award by Karandaaz Pakistan prior to expiration of the proposal validity period in writing. This letter (hereinafter and in the contract called the “Letter of Acceptance”) shall state the sum that Karandaaz Pakistan shall pay the contractor in consideration of the services as prescribed by the contract.

The Agreement shall incorporate all agreements between Karandaaz Pakistan and the successful firm. It shall be signed by Karandaaz Pakistan and sent to the successful firm, within seven (7) days following the Letter of Acceptance’s date. Within seven (7) days of receipt, the successful firm shall sign the Form of Agreement and deliver it to Karandaaz Pakistan.

Karandaaz Pakistan will also promptly notify in writing each unsuccessful firm. After publication of the award, unsuccessful firms may request in writing to Karandaaz Pakistan seeking explanations of the grounds on which their Proposals were not selected. Also, Karandaaz Pakistan shall entertain a complaint from any firm that claims to have suffered or that may suffer, loss or injury due to a breach of a duty by the company in the conduct of this bidding process. Such requests shall be addressed and delivered in writing to:

Karandaaz Pakistan

Attention: Chief Executive Officer

Re: “Consultancy services needed to conduct needs assessment of women led businesses to inform training requirements and provide customized Business Development Support.”

1 E, Ali Plaza, Nazimuddin Road, D-Chowk, Islamabad

Any requests via email seeking this explanation should be sent to

**proccomplaint@karandaaz.com.pk**.

**SECTION 3. PROCUREMENT POLICY – VENDOR CONDUCT**

1. **Corrupt or fraudulent practices**

Bidders, suppliers, contractors and their agents (whether declared or not), sub-contractors, sub-consultants, firms or suppliers, and any personnel thereof, shall observe the highest standard of ethics during the procurement and execution of contracts.

Karandaaz Pakistan shall not award contract if it is determined that the bidder, or any of its personnel, or its agents, or its sub-consultants, sub-contractors, firms, suppliers and/or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question. As part of bidding/ solicitation documents, Karandaaz Pakistan will seek declaration of ‘Non collusive non corrupt practices’ from each bidder. Format for such declaration is prescribed in section 3 of the standard bidding document. In pursuance of this policy, following terms are defined as follows:

1. “Corrupt practice” is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
2. “Fraudulent practice” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
3. “Collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
4. “Coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
5. “Obstructive practice” is deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation.
6. **Avoidance of conflict of interest**

Any firm participating in the procurement process should disclose any actual or perceived conflict of interest situation/condition. Any firm found to have a conflict of interest shall be ineligible for award of a contract.

A firm shall be considered to have a conflict of interest in a procurement process if:

1. Such firm is providing goods, works, or non-consulting services resulting from or directly related to consulting services for the preparation or implementation of a project that it provided or were provided by any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm; or
2. Such firm submits more than one bid, either individually or as a joint venture partner in another bid, except for permitted alternative bids. This will result in the disqualification of all bids in which the bidder is involved. However, this does not limit the inclusion of a firm as a sub-contractor in more than one bid. Only for certain types of procurement, the participation of a bidder as a sub-contractor in another bid may be permitted subject to the company’s no objection and as allowed by the standard bidding documents applicable to such types of procurement; or
3. Such firm (including its personnel) has a close business or family relationship with a professional staff of the company who: (i) are directly or indirectly involved in the preparation of the bidding documents or specifications of the contract, and/or the bid evaluation process of such contract; or (ii) would be involved in the implementation or supervision of such contract unless the conflict stemming from such relationship has been resolved in a manner acceptable to the company throughout the procurement process and execution of the contract; or
4. Such firm does not comply with any other conflict of interest situation as specified in the standard bidding documents relevant to the specific procurement process.
5. **Duty of care**

The supplier in performance of services for Karandaaz Pakistan shall exercise duty of care. Duty of care holds the supplier responsible for the safety and well-being of its personnel and any third party affected by its activities.

**SECTION 4. TERMS OF REFERENCE**

**Thematic Area**: Innovation Challenge Fund- Women Entrepreneurship Challenge (2018)

**Project Title: *Consultant needed to conduct needs assessment of women-led/managed businesses to inform training requirements and provide customized Business Development Support***

**Expected Start Date:** 01 August 2018

**End Date:** 30 November 2018

**Task Manager:** Head ICF and MEL**,** Karandaaz Pakistan

**About Karandaaz Pakistan**

KARANDAAZ PAKISTAN (KRN), a not-for-profit company established in August 2014, promotes access to finance for small businesses through a commercially directed investment platform, and financial inclusion for individuals by employing technology enabled digital solutions. The company has financial and institutional support from leading international development finance institutions; principally the United Kingdom Department for International Development (DFID) and the Bill & Melinda Gates Foundation (BMGF).

Karandaaz Pakistan has four core work streams:

1. **Karandaaz Digital (KD)** (formerly Digital Financial Services)focuses on providing technical assistance and services to promote financial inclusion through technology enabled solutions. KD is working with national regulators, public agencies, private corporations, and technology entrepreneurs to strengthen national payments infrastructure, digitizing government to people payments, corporate supply chains and supporting FinTech innovation in Pakistan.
2. **Karandaaz Capital (KC)** invests growth capital in small and medium size enterprises (SMEs) with the objective of generating commercial financial returns for Karandaaz and supporting broad-based employment generation in Pakistan.
3. **Knowledge Management and Communications (KMC)** develops and disseminates evidence-based insights and solutions to inform the core themes of the company, including innovation, women entrepreneurship and youth, and to influence the financial ecosystem to promote financial inclusion in Pakistan..

**Karandaaz Innovation (KI)**. The **Innovation Challenge Fund (ICF)** running under Karandaaz Innovation provides risk capital and grants to partners with an aim to generate innovative yet practicable solutions for solving complex problems in areas of financial inclusion and entrepreneurship. The Fund is especially focused on addressing stubborn barriers faced by SMEs, women and youth in accessing appropriate financial services and participating in the economy.

This work will fall under the Karandaaz Innovation Department.

**About the Project**

Karandaaz Pakistan launched the second round of their Women Entrepreneurship Challenge (WEC 2018) on June 19th, 2018, as part of ICF with a call for applications. Through the challenge, KRN will shortlist 12-15 established women-led/managed businesses, with an operational history of over 3 years to receive technical support and funding. The selected businesses will undergo a needs assessment to identify the kind of support required to facilitate their growth. Based on their individual needs, business development plans will be drafted, and business development support and mentorship services will be provided.

Given this context, Karandaaz Pakistan seeks to engage a relevant firm to conduct the needs assessment of women-led businesses selected through the WEC 2018 and draft business growth plans for them. These needs assessment and plans will inform the training requirements, and/or technical support, and mentorship sought by individual businesses for the next phase of the Women Entrepreneurship Challenge 2018. The firm will be required to arrange mentors and provide technical support for the businesses as identified through the needs assessment and business planning exercise.

**Scope of Work**

Requirements from the selected consultant will include, but not be limited to:

1. **Kickoff meeting:** Holding a kick-off meeting with the KRN team to fully understand the purpose and scope of the above described activity.
2. **Needs assessment of businesses:** Holding preliminary and ongoing meetings with businesses to understand their goals, mission and values.
3. Conducting a needs assessment by taking a systematic and collaborative approach with each business. Activities may include:

i) Performing a gap analysis by assessing organizational records, including financials, growth metrics, customer database and policies.

ii) Conducting individual interviews with senior management, employees, and clients.

iii) Doing an industry/market survey to understand the context in which the business(es) operate.

iv) Using focus groups to gain insight into the training and business development needs of the businesses.

v) Carrying out surveys, questionnaires and self-assessment tools with employees and clients.

1. **Business growth plans for businesses:** In consultation with the women entrepreneurs, drafting Business Growth Plans for businesses based on needs assessment exercise. This should include a financial planning exercise that helps the business understand its short term and medium terms funding requirements and possible options to raise funds
2. **Providing business development support to businesses:** Arranging consultants/mentors or any other form of support identified through the business growth planning process for each selected businesses. This should include preparing the business to pitch for investment to a KRN appointed panel of judges.

**Timeline**

|  |  |
| --- | --- |
| **Deliverable** | **Approximate Timeline** |
| Updated work plan, tools for project shared with KRN | 1 weeks after signing of contract |
| Business assessment reports for all businesses selected under the program. This can include a proposed growth plan based on the assessment or separate growth plans | 4 weeks after signing of contract |
| Mentorship and support to businesses completed | 12 weeks after signing of contract |
| **Deliverable** | **Approximate Timeline** |
| Updated work plan, tools for project shared with KRN | 1 weeks after signing of contract |
| Business assessment reports for all businesses selected under the program. This can include a proposed growth plan based on the assessment or separate growth plans | 4 weeks after signing of contract |
| Mentorship and support to businesses completed | 12 weeks after signing of contract |
|  | **Approximate Timeline** |

**Qualifications**

The ideal firm should have:

1. Demonstrated experience in providing mentorship, and/or coaching and business development support to enterprises on a wide array of topics and in diverse sectors.
2. Ability to access and make available a network of mentors/coaches and experts who are familiar with Pakistan’s entrepreneurship landscape, its legal and regulatory landscape and are willing to travel across Pakistan to work directly with the businesses
3. A high-quality team with demonstrated experience of delivering similar projects and programs, which can work creatively to deliver value to the selected businesses.
4. Experience in working collaboratively with multiple individual and groups. We are looking for a firm, with individuals who are responsive, and have an ability to multitask and complete projects within tight timelines.
5. A designated Project Coordinator, with relevant skills, who will be the primary point of contact for facilitating this activity.

Only firms are eligible to apply. Interested firms will need to meet the following prerequisites to be eligible for evaluation for the assignment:

* Has an NTN
* Is able to travel to and work across Pakistan

**Documents to be submitted**

All applicants should submit *3 copies of the* **technical proposal** covering the following:

1. A cover letter summarising their suitability for the assignment and satisfying the prerequisites mentioned above.
2. An updated firm profile, addressing points 1 and 2 mentioned in the Qualifications section above.
3. CVs of team members, addressing point 3 mentioned in the Qualifications section above.
4. Detailed approach for assessing businesses and developing growth plans.
5. Proposed work plan, including key milestones and timelines.

All applicants are also required to submit *1 copy of the* **financial proposal**, including the following:

1. Budget in Pak Rupee. The financial proposal should mention budget for Activity 1 and 2 separately as specified in the Budget Specifications section below

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Submit the financial proposal in a separate, sealed envelope.

Late submissions will not be entertained.

Soft and hard copy of application documents must be mailed to the following office and email addresses no later than **August 08th, 2018.**

**Office Address:** Procurement, Karandaaz Pakistan, 1 E, Ali Plaza, Nazim ud din Road, D-Chowk, Islamabad

**Email:** [procurement@karandaaz.com.pk](mailto:procurement@karandaaz.com.pk)

Envelope should be marked: ***“Conducting needs assessment and providing customized Business Development Support to women-led/managed businesses (Women Entrepreneurship Challenge 2018)”***

All queries should be directed to [procurement@karandaaz.com.pk](mailto:procurement@karandaaz.com.pk) no later than **July 23rd 2018**.

**Task Manager/Reporting**

Head of ICF & M&E.

**Payment/Budget.**

The firm should provide a budget including the following breakdown. All amounts should be in Pak Rupee:

**Activity 1: Needs Assessment and development of business growth plans**

* Provide a fixed cost for per business assessment and planning exercise.

**Activity 2: Business Development Service Delivery**

* Provide the management fee rate for procurement of third party/consultant services, per business. The firm is expected to get approval from Karandaaz on the consultant/third party they will engage to provide business development services/mentorship to the businesses.

*Out of pocket expenses, such as travel will be reimbursed on actual amounts. Consultant will need to provide evidence of expense incurred through supporting receipts.*

**PROPOSAL SUBMISSION FORM**

Dear Sir/Madam,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, “THE FIRM NAME” undersigned, offer to provide consulting for “INSERT REFERENCE NUMBER” to Karandaaz Pakistan in accordance with the Price Schedule attached herewith and made part of this proposal. “THE FIRM NAME” undertake, if our proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

“THE FIRM NAME” agree to abide by this proposal for a period of 90 days from date fixed for opening of proposal in the invitation for proposal, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept any proposal you may receive.

Dated: this------day of -------2018

**Name, Designation and Signature of the “firm Representative”**