Response to Queries against RFP # 49

Questions:

Answers are in Red:

1. What is the geographic scope of this assignment?

We are currently in the process of shortlisting applications, they have applied from all over Pakistan.

1. How will the women led businesses be selected for inclusion?

The selection process includes an online application form, followed by in-person/skype interviews.

The basic criteria for selection of business is:

- They must be women-led and managed

- They must have an NTN

- The owners/managers must be Pakistani citizens

- The business should be operational for three years or more

Beyond that, our purpose is to facilitate women-led/managed businesses with the potential to grow and create more jobs, as well as potentially absorb the investment amount of upto PKR 20 million. A detailed score-sheet is in place to facilitate the selection process.

1. How many women led businesses will be targeted as part of this assignment?

A judging panel is expected to select between 15 to 20 businesses that will go through the needs assessment and business development services cycle.

1. Will the professional fee be paid in full based on work effort or will it depend on the number of business plans produced?

 It will depend on the number of business plans produced.

 **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.

5.       Time-frame: The time-frame is pretty tight, both for the first deliverable (Business assessment reports for all businesses) as well as the second and final deliverable (Mentorship and support to businesses completed). The feasibility of this time-frame will depend strongly on the current status of the businesses and how ready they are to develop a feasible business plan.

 With respect to the current status of the applicants, the anticipated businesses that will be selected have all been operational for three years or more, and are looking for capital to further grow their operations. We expect these businesses to be mature, with a concrete vision of their goals for the next five years. We feel that the proposed time-frame seems feasible given the nature of these business.

6.       Training Needs Assessment: The RfP mentions that “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”, but this TNA is also part of the assignment. We assume that the selection of the shortlist has already taken place, so that there is a shortlist of 12-15 businesses. But does the reference to the TNA mean that the final list of businesses that prepare a business plan can be even smaller, based on the TNA? (This question is linked to the first question, but is also important in order to know what the time commitment could be.)

All businesses selected through the initial shortlisting process, which is currently underway will be eligible to go through needs assessment, and subsequent training based on that needs assessment. So if 15-20 businesses are selected for the needs assessment, the same number of businesses will be eligible to receive customized business support services.

7.       Market sectors: The RfP mentions “doing an industry/market survey to understand the context in which the business(es) operate” as one of the tasks. Would it be possible to know in which sectors the selected businesses are operating?

Since the selection process is currently underway, we cannot share the specific industries of the businesses at this point. However, as mentioned in the RFP, the businesses have been operational for three years or more, have NTNs, are women-led/managed and are seeking growth capital.

8.       Geographical Spread: Can we get any information regarding the geographical spread of the trainee businesses in order to help us align our partnership strategy?

Since the selection process is currently underway, we cannot share the geographical specifications of the businesses. We have received applications from all over Pakistan.