**ANNEX A - TERMS OF REFERENCE**

**Title:** Procurement of services of a third party for verification of documents

**Expected Start Date:** 1st June, 2019

**Task Manager:** Head of Human Resources

**About Karandaaz Pakistan**

KARANDAAZ PAKISTAN, 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.

The Company has four verticals:

* **Karandaaz Capital** provides wholesale structured credit and equity-linked direct growth capital investments in micro, small and mid-size enterprises (MSMEs) with compelling prospects for sustainable growth and employment generation in Pakistan.
* **Karandaaz Digital** focuses on expanding the poor’s access to digital financial services in Pakistan by working across the ecosystem with all stakeholders including regulators, policy-makers, government departments, businesses and researchers and academics with activities arranged in four key work areas–Policy and Regulation, Seeding Innovation, Experimentation and Solutions Development, and Scale and Outreach.
* **Karandaaz Innovation** manages the Innovation Challenge Fund, providing risk capital and grants to partners with an aim to generate innovative solutions to complex problems in areas of financial inclusion and entrepreneurship.
* **Knowledge Management and Communications** supports the company's core financial inclusion goal by developing and disseminating evidence based insights and solutions to influence markets and the financial ecosystem.

**About the Project**

Karandaaz is seeking the services of a vendor (security company) to assist the HR team in verification and background check of the staff.

**Scope of Work**

KRN HR seeks to procure the services of a third party to conduct reference and background checks of all new hires. The vendor should provide the following services:

* Education Degree Verification
* Previous Employment Verification
* Employment References
* Criminal Record Check or Police Verification
* Security Alerts for the staff (including guidance on safe routes in case of route closure in Isb/Rwp)

We would require the vendor to provide the cost per candidate for the above services

**Pre-Qualifications and Evaluation Criteria**

Only SECP licensed security firms would be eligible to apply. Following are the pre-requisites for applicants:

* Minimum 5 years of relevant experience in the fields of background verification, due diligences/ fraud investigation and
* The company should be registered with SECP
* An NTN Number
* Be able to furnish a list of current and historical clients in the last 2 years

Evaluation will be done on cost and quality. 80% will be cost and 20% for quality. Quality will be judged on the below factors.

* 10% - Profile, Experience and clientele
* 10% - Services offered and timeline for the services

**Task Manager/Reporting**

The Contractor will report to the **Head of Human Resources** in Karandaaz. The task manager will sign off on deliverables and invoices.

**Documents to be submitted**

All applicants should submit a:

* **Company profile (including key staff, clientele, details of offices and staff strength & detail of services offered)**
* **They should explain their methodology and process for providing the services**
* **Financial Proposal** (Collective and module wise quote is required for a single person)

Soft copy and hard copies must be mailed to the following office and email addresses no later than 27th May, 2019

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

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

Envelops should be marked: **“Proposal for Third party verification of documents”**.

All queries should be directed to [procurement@karandaaz.com.pk](mailto:procurement@karandaaz.com.pk) no later than 27th May, 2019