

Request- Expression of Interest

Train and support 45 women's groups to set up and manage saving schemes (to support women to access finance for income generating activities) through one day training

Introduction & Back ground of Organization:

NIDA-Pakistan is non-Profitable, non-Governmental, non-Political and non-Religion organization is committed to help the underprivileged population anywhere in Pakistan, including FATA, and Azad Kashmir. This organization operates independently of any political and cultural influences. As a non-governmental organization NIDA-Pakistan, intervenes both in situations of disaster and non-disaster for sustainable development of the marginalized population restoring their autonomy in the society. NIDA-Pakistan organization also works for persons with disabilities, non-formal education, against the issue of domestic violence, child sexual abuse/corporal punishment/child labor and child trafficking. The aim of NIDA-Pakistan is to serve the humanity, development of human resources, capacity building, mental health facilities, and economic sustainability without gender discrimination.

Back Ground & Activity Rationale:

Income generation by women through different micro & macro level enterprises is the need of today world. Men and women are the main parts of society and stability of family structure depends now the regular engagement of these parts in income generating initiatives to meet the expenditures of family. After income receiving from business, jobs or any other sources the saving remain main issue for women & men in any community of the world. It is common discussion that saving is the difficult approach for families due to high level of expenditures, large family size, expensive material etc. But it is reality now that without saving a family cannot survive for long period of time and future assignments can be disturbed accordingly. In the same way the concept of community organization has some modes of initiatives to strengthen the structures to meet the developmental plans of future on sustainable basis. Capacity building, exposures, dialogues with stakeholders, meetings for prioritization of issues, use of media for highlighting tasks and financial

management including saving schemes are the main pillars of structures at community level. NIDA-Pakistan is also implementing a women focused project in district Shangla KP with the themes of long term income generation through involvement of women in agricultural production, livestock initiatives and microenterprises establishment. To achieve this long term objective women groups are formed in different villages of three targeted union councils of district Shangla KP. The organization is struggling to capacitate members of women groups in different community development subjects for improving the understanding of development of the areas. Leadership management skill training, community management trainings, sessions on HRBA & Reflection action methodologies, time diary use, financial management, book keeping, income expenditure analyses etc. are the main parts of strengthening of women based groups. Like these trainings NIDA-Pakistan is also planning to conduct capacity building sessions of women groups in concept of saving schemes as this will be supportive for women groups to design the interventions at their own end to support their vulnerable women through establishment of micro level business/enterprises for long term income generation and supporting to women groups.

Objectives of the activity:

- To increase knowledge and skills on setting/establishing saving mechanisms at local level
- To enhance skills and knowledge of local women on establishing and strengthening saving systems
- To increase skills and knowledge on financial institutions promoting women economic empowerment and support
- To enhance the knowledge and skills of rural women on innovative ideas related saving systems.

Expected Output/Results

- Action plan and strategy for saving mechanisms developed at local level
- Women are involved in saving mechanisms
- Women access to financial institution enhanced at local level

Title of Assignment:

Train and support 45 women's groups to set up and manage saving schemes (to support women to access finance for income generating activities) through one day training

Scope of Assignment:

During 2018, NIDA- Pakistan intends to engage trainers/ consultancy firms to train 45 women groups' representatives of the 45 women's groups on saving schemes supported by facilitator to roll out. There will be two trainings of one day each with the strength of 22-24 women under designed training module/contents. Targeted beneficiaries of these trainings will be rural women from program areas of NIDA- Pakistan. The scope of work also includes the submission of concept note with clear methodology of training program, training contents, and training soft material for trainees in local language to replicate at field level, work on participatory sessions, documentaries and presentations and any other subject necessary for boosting up the level of information of trainees.

Technical & Financial Proposal

- The trainer/firm shall include all rates as per training, per day along with government taxes.
- The trainer/firm will be responsible for preparation of training module, presentations, material in local (Urdu) language.
- The trainer/ firm will be responsible for preparation of training completion reports in soft & hard form.
- The trainer/ firm will share methodologies and processes of trainings in their technical proposal/offer.
- The trainer/firm will be responsible for using their own IT related equipment for preparation of module, pre & post-test, report and presentations.
- The trainer/ firm will be responsible for delivering sessions in Urdu & Pashto languages.

- The trainer/ firm will be responsible for providing of contents along with their technical proposal. In case of winning contract the contents will be consulted for change if required.
- Organization will be responsible for travelling of trainers from Besham to training venue.
- All other expenses will be bear by selected vendor.

Qualification for Consultant/Firm

Trainer/ Consultancy firm should meet the following requirements and qualifications:

- Having working experience in INGOs/NGOs under projects related to women empowerment & rights.
- Having experience in delivering of trainings related to women empowerment & rights especially related to financial management and saving schemes.
- Having qualification relevant to field preferably master degree holder in Social Sciences, Gender, Rural Development, Business Administration and Marketing.
- Having experience as trainer/training firm with INGOs/NGOs.
- Functional Bank Account on the name of business/firm/individual.
- Prefer will be given individuals having NTN but mandatory in case of firm/business.

Deliverables

S. No	Description	Schedule
1	02-03 pages technical proposal along with covering letter, CV/CVs, NTN certificate copy, Relevant training certificate, Experience certificates/letters, Contents, Training material, work plan, Consultancy firm profile.	Will be submitted along with application.
2	Financial requirements along with training fee per day will be mentioned.	Will be submitted

	Organization will provide one time food during day/training schedule, residence, stationary related to trainings.	along with application.
3	Time needed for completion of task as there will be 02 training and each training will hold 01 day.	Will be submitted along with application.
4	Three references (with complete contact details including address, telephone, fax and email) in respect of works undertaken in the past	Will be submitted along with application.

Payment Schedule

Payment will be made on one time after completion of whole task. All payments will be made through cross cheque after deduction of government taxes. In case of tax exemption, the tax exempted certificate will be provided by selected vendor/trainer/firm.

Application & Selection Mode

The trainer/consultancy firm shall send technical & financial proposal in hard copy along with required documents to NIDA-Pakistan Office address mentioned below.

The trainer/firm/consultant shall send technical and financial proposal in hard copy along with required documents to NIDA-Pakistan Offices address mentioned below. The documents can be sent either to Peshawar or Besham office, it is not necessary to send documents on both locations. For further clarification and question please feel free to call on 0996-400327 & 091-5844577.

Selection of trainer/firm will be on the basis of experience, reasonable financial quotes, quality of work done, availability on short notice period and understanding with relevant subject.

Procurement Committee

Head Office NIDA-Pakistan

**Township Besham District Shangla Post Code 20500, Khyber Pukhtunkhawa (KP)
Pakistan**

Ph. # 0996-400327

OR

Provincial Office of NIDA-Pakistan

**House No. 458, Opposite Luxury Palace Guest House, Usman Lane Old Bara Road
University Town Peshawar Khyber Pukhtunkhawa (KP)**

Ph. # 091-5844577.

Note: NIDA-Pakistan reserve the right to accept or reject any proposal without assigning any reason.

Clearly mark the title on envelope.

Note: - Closing date for submission of sealed quotations through registered courier OR post is 23rd February 2018. Bids will be opened on 26th February 2018 in the presence of vendors or their representatives. Bids Received after due date and bids submitted by hand shall not be accepted.

Expression of Interest Form

ESSENTIAL INFORMATION OF ORGANIZATION	
Name of Organization/media firm/group with Acronym/Abbreviation (if any):	
Complete Mailing Address:	

Name & Designation of Contact Person:	
Contact Details	Telephone # Fax # :
	Email address:
	Web site:
Name of the Head (if different from contact person)	
Date and Year of Establishment	
Registration Status	Date of Registration:
	Registration #:
	Registration Authority
Performance experience related to EOI thematic areas	
Name of organizations worked with	