

# **TERMS OF REFERENCE (ToRs)**

**For**

**Hiring of Skill Development Firm to Conduct Skill  
Development & Vocational Training**

**Under**

**Sindh Integrated Health and Women Empowerment Project  
(SIHWEP)**

**Health Department  
Government of Sindh**

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## 1. Project Brief

The **Sindh Human Capital Investment: 1000 Days Integrated Health and Population Program**, implemented by the Government of Sindh and co-financed by the **Islamic Development Bank (IsDB)**, aims to improve human capital outcomes through integrated interventions in **health, education, and women's economic empowerment**. A pivotal part of this initiative focuses on building women's resilience and economic agency, especially in rural communities, by linking **universal health coverage (UHC)** to skill development and microfinance access.

This project seeks to empower **6,000 rural women** in Sindh by providing them with **technical and business skills training** alongside **interest-free Shariah-compliant loans**, thereby enabling them to transition into formal economic activities, start microenterprises, and contribute to sustained livelihoods within their communities.

## 2. Demographics and Socio-Economic Context

According to **Census 2023**, Pakistan's population is 240.49 million, with females constituting 48.51%. **Sindh**, accounting for 23.06% of the national population, has a **predominantly rural makeup** (over 61%) where access to health, education, and economic resources is limited.

Key indicators highlighting the need for intervention:

- **Female literacy in rural Sindh:** Only **24%** (vs. 33.6% for males). [\*National Report On "The Status Of Women In Pakistan, 2023" UN-Women\*](#)
- **Poverty incidence** in rural Sindh: Over **50%** (Multidimensional Poverty Index).
- **Labor Force Participation Rate (FLFPR)** in rural Sindh women: **15–16%**, significantly lower than the national average of **25%**. [\*Pakistan Bureau of Statics GoP, Labor Force Participation Report 2022-21\*](#)
- Only **4%** of rural women in Pakistan have received vocational training (mostly tailoring/embroidery).
- **13%** of Pakistani women hold formal bank accounts; uptake is lower in rural Sindh.

## 3. Funding Agency Introduction

The subject procurement has been financed by **Islamic Development Bank (IsDB)**.

- **IsDB:** Providing support under its **Strategic Preparedness and Response Program (SPRP)** focused on building **resilient infrastructure** and enhancing **women's economic empowerment** through microfinance and training.

The project aligns with Sustainable Development Goals (SDGs):

- **SDG 3:** Good Health and Well-being
- **SDG 5:** Gender Equality
- **SDG 8:** Decent Work and Economic Growth

#### 4. Objective of the Assignment

The selected firm will **design and implement a comprehensive skill development program** to empower **6,000 women beneficiaries** across Sindh. The objective is to enhance their **technical, financial, and entrepreneurial capacities**, enabling them to:

- Design viable business plans in selected trades.
- Qualify for interest-free revolving loans under the program.
- Transition from informal to formal economic activities.

The program will emphasize:

- **Labor market readiness training**
- **Provision of productive assets**
- **Intensive coaching and mentoring**
- **Entrepreneurship development**
- **Access to financial literacy and Islamic microfinance services**

#### 5. Key Activities to be undertaken by the Skill Development Firm:

- a) **Beneficiary Identification:** Identify and validate eligible women in collaboration with local stakeholders, prioritizing underserved and marginalized groups.
- b) **Training Manuals & Curriculum Development:** Conduct need assessments to determine appropriate trades and curricula. Develop manuals for trades in the areas of agriculture, food processing, textiles, IT, and beauty services, incorporating financial literacy and entrepreneurship modules.
- c) **Community Mobilization & Orientation:** Engage local communities to raise awareness and encourage participation. Conduct orientation sessions about training cycles, trade options, and microfinance opportunities.
- d) **Trade Selection:** Allow women to choose from a pre-approved list of trades based on their interests and local market relevance.
- e) **Vocational and Skill Development Training:** Provide practical, community-based training in locally relevant trades aligned with market demand. Structure each batch with a minimum of 25 participants deliver 240 batches over 2 years (6,000 women beneficiaries), with up to 3 months per session depending on the trade.
- f) **Business Plan Development:** Assist beneficiaries in preparing business plans tailored to their chosen trades and learning outcomes.
- g) **Market Access Facilitation:** Teach market dynamics, pricing, quality control, and marketing strategies. Establish linkages with local markets and e-commerce platforms to help participants sell products or services.
- h) **Accreditation & Quality Standards:** Ensure all materials and training meet standards approved by NAVTTC, STEVTA, or other relevant authorities.

- i) **Training Logistics:** Conduct training near project health facilities for ease of access.
- j) Use safe, accessible venues.
- k) **Certification:** Provide recognized certificates upon successful completion.
- l) **Post-Training Support:**
- m) Facilitate job placements and self-employment opportunities.
- n) Organize annual exhibitions to showcase participants' products and services.

## 6. Scope of Work

Description of Consultancy	Procurement of Services for conducting vocational and skill development trainings of Women in rural and Semi-Urban of Sindh Province
Term of Contract	18 Months
Location	All 30 districts of Sindh province
Activity	Vocational & Skill development Trainings
Target Beneficiaries	6000 Women 240 Batches (25 women per batch)
Training Duration of per batch	3 Months/ batch

## 7. Beneficiary Selection Criteria

- Women should be able to read/ write in local language and
- Training participants should be resident of project catchment area possessing valid National Identification.
- Age limiting between 14-39 Years
- Willing to participate in training programs & to initiate business activity.

**The activity will support beneficiaries' economic empowerment through provision of trainings, inter alia, on:**

- a) Labor market readiness trainings.
- b) Productive assets.
- c) Intensive coaching aimed at improving income generating behavior to help increase resilience of businesses and households.

## 8. Deliverables

Deliverable	Timeline	Details
Inception Report (including Location wise work plan, timelines, strategy etc)	Within 15 days after contract signing	Each deliverable report should be submitted on a quarterly basis.
Training Manuals and learning Material development	In the first month of contract signing before execution of training activities	The draft version must be submitted in two hard copies and one electronic copy. After incorporating the Client's feedback, the final version should also be submitted in two
Awareness Campaigns on the importance of skill	This will be started from first month of activity	

development and microfinancing	execution till to last Quarter of the project completion.	hard copies and one electronic copy.
Training Needs Assessment	This will be started from first month of activity execution to the till last batch selection	All supporting data, information, documents, interview and meeting notes, analysis, and models used to prepare the deliverables must be organized in a clearly labeled directory structure (with folders, sub-folders, and files).  This organized data should be delivered on three external hard drives (for areas with limited internet connectivity) and also stored in a cloud folder with at least 5 years of access to support long-term use and institutional memory.
Vocational trainings tailored to selected market/ women-oriented trades.	30 days after the contract signing	
Beneficiary Business Plans	On completion of each batch , each participant should have business plan prepared.	

## 9. Institutional Arrangements required

- Qualified and trained technical and administrative staff to conduct vocational trainings.
- Ground-level training facilities to ensure easy access for women participants.
- Provision of training materials, stationery, and necessary logistics.
- Safety and security measures implementation during training sessions.
- Capacity building monitoring system to assess understanding before and after training.
- Refreshment during the training.
- Stipend for the trainees on monthly basis.

## 10. Ethical Considerations and Safeguard Standards

The selected firm must adhere to ethical standards and safeguard policies aligned with the principles of dignity, respect, and inclusion of vulnerable populations, and marginalized groups. The firm shall:

- Ensure **gender sensitivity, non-discrimination, and confidentiality of provided data by the beneficiary** throughout the engagement.
- Comply with the **Social Framework (ESF) and Islamic Development Bank's (IsDB) Safeguard Policies**.
- Adhere to protocols for **prevention of sexual exploitation, abuse, and harassment (PSEA)**.
- Obtain **informed consent** for all interviews, photographs, and data collection.
- Provide **reasonable accommodation and accessibility** for Persons with Disabilities, as applicable.
- Ensure **child protection** where minors are involved or impacted.

## 11. Reporting Requirements

- Submission of detailed location-wise work plans (Monthly, Quarterly, and Yearly).
- Compilation reports on each training session, including trainees' scores and progress.
- Monthly progress report including attendance records, issues, challenges and way forward.
- Monthly, quarterly, yearly, and final reports summarizing activities, challenges, achievements, and impact.
- Internal monitoring system reports from the Institute detailing the progress and outcomes of the training sessions.
- Impact Study on Annual basis.
- Success stories from the field on monthly basis center wise.

## 12. Human Resource Deployment requirement

Position	Qualification	Experience	Number of Employees	Primary Responsibilities
Team Lead	MBA/MPA/master's in social sciences	10-Years	01	Overall program leadership, coordination between skill development and microfinance teams.
Regional Program Head	Masters in relevant field	5-Years	5	Supervise regional program implementation, coordinate between district offices and the central team.
District Manager	Masters/Bachelors in relevant field	3-Years	30	Oversee district-level activities, ensuring timely execution of training and loan programs.
Field Trainers (Trade Experts)	Bachelors/ Diploma in relevant field	2-Years	30	Deliver hands-on trade-specific training to women beneficiaries.
Field Associates (Social Mobilizers)	Bachelors in social science or equivalent HEC recognized Degree	2-Years	30	Conduct community mobilization, beneficiary identification, and ongoing engagement with stakeholders.
Data base Manager/IT Officer	MS/BS IT	2- Years	05	Manages databases and IT systems; ensures data security, integrity, and technical support.

MIS Officer	MS/BS IT	2-Years		Develops and maintains MIS; supports data collection, analysis, reporting, and system improvements.
Accounts Officer/Finance Officer	MBA Finance/ CA/ ACCA	2 Years	01	Leads budgeting, financial reporting, compliance, and strategic financial planning for organizational sustainability.

### 13. Firm Eligibility Criteria

<b>Registration requirements</b>	<p>The firm must be mandatorily registered with the Federal Board of Revenue (FBR). Registration with the Sindh Revenue Board (SRB) is not mandatory at the EOI stage; however, the selected firm must obtain SRB registration prior to contract award.</p> <p><i>Registration with, STEVTA, and/or NAVTTC is preferred; however, firms currently in the process of obtaining or renewing registration with STEVTA and/or NAVTTC may also apply, provided they submit an undertaking or proof of application.</i></p>
<b>General experience and years in business</b>	The firm should have at least Five (05) years of experience in community development and conducting training programs.
<b>Relevant experience</b>	The firm should preferably have a track record of at least 3 years in delivering skill development or vocational training programs specifically with Women in rural areas across Pakistan.
<b>Managerial and technical capability</b>	<p>The Consultancy firm should have managerial and technical capacity to operate across Sindh province, with a clear implementation plan to ensure outreach in all targeted project districts.</p> <p><i>(The list of key experts, including technical staff as outlined in the TORs, may be provided.</i></p> <p><i>Note: Only the capacity of firm shall be assessed on the provided information. However, qualification/ experience of provided experts shall not be evaluated at EOI shortlisting stage)</i></p>
<b>Financial stability</b>	Demonstrate financial stability with an average annual turnover of at least PKR 150 million and the ability to meet contractual obligations, including audit reports for the past three years.



#### 14. Procurement method

The subject firm will be hired following Quality and Cost-Based Selection (**QCBS**) method with National market approach as stipulated in the Guidelines for Procurement of Consultancy Services under IsDB project financing (revised February 2023).

- **Technical Proposal:** Detailing methodology, work plan, and team composition.
- **Financial Proposal:** Comprehensive cost breakdown.
- **Organizational Profile:** Demonstrating relevant experience and qualifications.
- **Compliance Statements:** Adhering to, IsDB, and GoS guidelines.

#### 15. Tarde List for Vocational & Skill Development Training

S#	Training Trade
I	<b>Skills Related to Farms/Agriculture</b>
1	Home based Livestock Management
2	Kitchen Gardening
3	Agri Business Management (Marketing and Finance)
4	Value Addition and Innovation in Agribusiness
5	Tunnel Farming
6	Solar Drying of Fruits and Vegetable
7	Making of Biogas Digestor
II	<b>Food Processing</b>
1	Bakery Products
2	Fruits preservations and packing
3	Fruits and vegetable processing
4	Food Entrepreneurship
5	Pickle Making
III	<b>Information Technology</b>
1	Computer Skills trainings
2	Office Automation
3	Digital Literacy/ Digital Skills Trainings
IV	<b>Embellished Textiles and Related products</b>
1	Hand Embroidery
2	Machine Embroidery
3	Adda Work
4	Crochet work
5	Chunri work
6	Rilli Making
7	Applique work
8	Block Printing
V	<b>Embellished Textiles and Related products</b>
1	Domestic Tailoring
2	Baby Garments
3	Uniform Making

4	Dress designing
<b>VI</b>	<b>Beauty Industry</b>
1	Beautician (Hair Stylist)
2	Beautician (Hair Care)
3	Bridal make up