Aga Khan Rural Support Program (AKRSP)

REQUEST FOR PROPOSAL (RFP)

RFP No: 712 Delivery Point:

RFP Date: 06/03/2024 Submission Date: 13/03/2024

Subject: Request for Proposal (RFP) for Three-Month Freelancing Training in Accounting/Bookkeeping Trade

The Aga Khan Rural Support Programme (AKRSP) is implementing the project "Building Resilience and Addressing Vulnerability to Emergencies (BRAVE)" in Gilgit Baltistan and Chitral, with the primary objective of enhancing climate resilience in the region. Under the BRAVE project, AKRSP is seeking proposals from qualified vendors/forms to conduct a three-month freelancing training program in the accounting/bookkeeping trade for the youth of Chitral.

A firm will be selected under Quality and Cost based Selection (QCBS) and procedures described in the RFP. Proposal both Technical & Financial shall be submitted on or before March 13, 2024 up to 1400 hours and will be opened on same closing date at 1430 hrs. The bidding documents should be submitted to the undersigned:

Admin & Procurement Officer

Aga Khan Rural Support Programs

RPO Chitral

**Objective:** The objective of this training program is to equip the youth of Chitral with essential skills in accounting/bookkeeping, provide them with a deep understanding of the landscape, industry trends, and best practices, guide them in creating professional profiles and portfolios, offer practical experience through real-world freelancing projects, and foster a supportive community for networking and collaboration.

**Scope of Work:** The scope of work for this project includes, but is not limited to, the following:

1. Development of a customized three-month training curriculum covering essential accounting/bookkeeping skills, industry trends, and best practices.
2. Delivery of interactive training sessions encompassing theoretical concepts, practical exercises, and real-world freelancing projects.
3. Provision of mentorship and guidance to participants in creating professional profiles, portfolios, and client interactions.
4. Organization of networking events and community-building activities to facilitate collaboration and support among freelancers.
5. Evaluation of participants' progress and provision of feedback throughout the training program.
6. Post-training support and resources to aid participants in transitioning to freelancing careers.

**Proposal Submission**: Interested vendors are requested to submit a detailed proposal addressing the following:

1. Company background and experience in providing freelancing training programs, specifically in the accounting/bookkeeping trade.
2. Proposed three-month training curriculum, including topics covered, delivery format, and interactive components.
3. Qualifications and experience of trainers who will be conducting the sessions.
4. Training methodology and approach to ensure effective learning outcomes and participant engagement.
5. Pricing structure, including any additional costs such as materials or mentorship services.
6. References from previous clients or participants who have benefited from similar training programs.

**Evaluation Criteria**: Proposals will be evaluated based on the following criteria:

* Demonstrated experience and expertise in providing freelancing training programs, specifically in the accounting/bookkeeping trade.
* Relevance and comprehensiveness of the proposed three-month training curriculum.
* Qualifications and experience of trainers.
* Training methodology and approach to ensure effective learning outcomes.
* Cost-effectiveness of the proposed solution.
* References and testimonials from previous clients or participants.

**Selection Criteria**

* All institutes/firms/agencies will be evaluated as per evaluation criteria. Scoring weightage proportion for technical and financial will be 70:30 (70 % for Technical and 30% for financial). Evaluation criteria for hiring of institute/firms/agency will be as follows:

|  |  |
| --- | --- |
| Particulars | Weightage in % (100%) |
| Experience of Institute/firm/Agency (in years)  Marks per year: 02.  Maximum marks: 20. | 20% |
| Experience of Institute/firm/Agency (No of courses)  Marks per course 01.  Maximum marks: 20 | 20% |
| Qualification & Experience of Trainer/Resource Person  Marks for Master/ BS (Hons): 15 Marks.  One Step Higher qualification: 02 Marks.  Two Step higher qualification: 05 Marks | 20% |
| Affiliation with National/International Body of Training Institute | 10% |
| Assignment Suitability and Approach & Methodology | 30% |

**PERFORMA FOR APPLICATION FOR EMPANELMENT OF TRAINING INSTITUTIONS / FIRMS/ AGENCIES**

|  |  |  |  |
| --- | --- | --- | --- |
| S# | Details | S # | Details |
| 1 | Name of the institute/Agency | 5 | Affiliation with National/International Federation /Institutes. |
| 2 | Permanent Address: | 6 | Training Expertise / Categories |
| 3 | Address for Correspondence | 7 | Total experience in years for conducting the training program |
| 4 | Date of Registration |  |  |

**Assignment Specific Experience of Institute/Agency Training**

* Please give details of most relevant training programs that the institute/agency has conducted to demonstrate the technical competence under each category/training applied for.
* Training Area/Category……………………………

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S. No | Training Program Name (Location & Number of people  Trained | Duration & Dates when the training was conducted | Target Participants &Major contents delivered | Client for whom training was conducted | Total cost for training & Funding Agency |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

List of Trainers & Resource Persons available under each category /training applied for: Training /Category………………………………………….

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S  No | Name of the Trainer & Resource Person | Specialization | No of years of Experience | Educational/Technical Qualifications (Year of Passing University/Institution) | Special Achievement  /Appreciation  /Award/Recognition etc. |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |

Describe how your institute/agency best suits for this assignment highlighting your technical competence & related experience (Maximum of 500 words/one page)

Describe your approach & methodology i.e., how will you carry out this assignment ensuring highest quality standards and enhanced livelihood opportunities for the trained people. (Maximum of 1000 words/two pages).

Comments on Terms of Reference (if any).

Following attachments to be submitted with RFP.

|  |  |
| --- | --- |
| S.No | Description |
| 1. | Certificate of registration/incorporation /Affiliation |
| 2. | Supporting documents of training programs conducted. |
| 3. | Any other supporting documents which reflect technical competence & related experience |
| 4. | NTN and Registration with Khyber Pakhtunkhwa Revenue Authority |

Financial Bid/ Proposal must be submitted in the following format:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.No | Description | Unit | Quantity | Unit Rate (PKR) |
| 01 | Training Fee- Per Participant | Month | 01 |  |
| 02 | Food (Three Times)- Per Participant | Month | 01 |  |
| 03 | Accommodation- Per Participant | Month | 01 |  |
| 04 | Stationery- Per Participant | Lumpsum | 01 |  |

AKRSP reserves the right to accept or reject any proposal. This RFP does not commit AKRSP to award a contract or to pay any costs incurred in the preparation of a proposal.

Thank you for considering this opportunity. We look forward to receiving your proposal and potentially collaborating to empower the youth of Chitral in the accounting/bookkeeping trade.

Vendor Receipt & Acknowledgement

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sign & Stamp

**Eligibility Declaration.**

We, the undersigned, certify to the best of our knowledge and belief that:

We have read the guidelines including the terms of reference (TOR), for this assignment.

We confirm that the qualification details and training references submitted as part of this RFP accurately reflect technical competence & relevant experience.

Neither the institute/agency nor any of its officials/trainers/resource persons/professional partners has ever been convicted of an integrity-related offense or crime related to corruption, fraud, collusion or coercion or not maintaining the applicable ethics and standards for training and capacity development by national/international body / organization.

We understand that any misrepresentations/false information that knowingly or recklessly mislead. Or attempt to mislead may lead to the automatic rejection of the proposal or cancellation of the empanelment/contract/assignment thus awarded, at any stage.

Date…

Place :…………

(Authorized representative of Training

Institution/Firm/Agency with Stamp)