



## **Expression of Interest (EoI)**

### ***Invitation for Expression of Interest (EOI) for Provision of Services to conduct ICT For Women Entrepreneurship Development Program***

The National ICT R&D Fund through this EOI intends to invite proposals from “qualified licensed/registered legal entities that have sound professional Management Team, Financial Backing and prior experience of imparting trainings to women entrepreneurs” to provide training services in Federal and Provincial capitals of Pakistan.

National ICT R&D Fund Company registered under Section 42 of the Companies Ordinance, 1984 is engaged in promotion of Research and Development activities primarily for progress in the realm of ICT technologies with the ultimate objective of creating knowledge based economy and society by virtue of true application of R&D Fund vision. Details for EoI can be downloaded from [www.ppra.org.pk](http://www.ppra.org.pk) and [www.ictrdf.org.pk](http://www.ictrdf.org.pk)

## 1. Introduction

### National ICT R&D Fund

The emerging information and knowledge age and the accompanying technological revolution are heralding a new economic and social order characterized by the development and exploitation of information and communication technologies (ICT) within all spheres of human endeavor. This era is giving rise to the emergence of information and knowledge based economies with traditional economic, industrial and commercial activities being made more efficient and productive by incorporating knowledge driven processes.

The knowledge and information economy has emerged as a new source for the creation of quality jobs, wealth generation and redistribution, rapid economic development and prosperity as well as a means of facilitating competitiveness. With the emerging information age, information and communication technologies are seen by a number of countries as critical for achieving progress in economic and social development. These technologies are offering developing countries like Pakistan a window of opportunity to leap-frog the key stages of industrialization and transform their agriculture dominated economies into service-sector driven, high value-added information and knowledge based economies that can successfully compete in the global village.

Pakistan has witnessed a phenomenal growth in its telecom industry. The Government of Pakistan has mandated that a certain percentage of gross revenue generated by all telecom service providers be allocated to development and research of information and communication technologies with the vision *to transform Pakistan's economy into a knowledge based economy by promoting efficient, sustainable and effective ICT initiatives through synergic development of industrial and academic resources*. To achieve this vision National ICT R&D Fund has been created. This vision will be realized by pursuing the following goals:

1. To provide an enabling environment that facilitates deployment and utilization of ICT education for HR capacity building and enhanced national productivity;
2. To cultivate industry-academia partnership by funding concrete development and research initiatives;
3. To facilitate industrial demand focused HR capacity building and R&D capabilities in the country and promoting ICT related educational programs and activities;
4. To use ICT as a tool for upward mobility of economically challenged citizens of the country;
5. To help develop knowledge based ICT industry for delivery of value-added ICT products and services;
6. To facilitate research and development in those sections of ICT that enhances quality of life for citizens of Pakistan.

## 2. Background

Entrepreneurship in Pakistan is still an emerging area and women entrepreneurship is in its native stages. It is noteworthy to consider that out of approximately 400 million entrepreneurs in the world, more than half are women. However, where women across the globe are utilizing the potential of entrepreneurial world, only 1% of women population in Pakistan is engaged in entrepreneurship. There are many types of barriers that affect women entrepreneurs in Pakistan however, a concrete and focused analysis of such barriers is still a missing link in the country. A careful analysis about women across the world having various success stories reveals that

utilizing the potential of Information and Communication Technologies (ICTs) at all stages of entrepreneurship is a key contemporary reason behind overcoming these barriers and achieving successful entrepreneurial activity. National ICT R&D Fund in this regard has aimed at encouraging utilization of ICTs for women entrepreneurship.

### 3. Scope of Work

Scope of Work shall, inter alia, include:

- i. To develop and submit the project design document on ICT for Women Entrepreneurship Development Program.
- ii. To develop a comprehensive ICT for Women Entrepreneurship Development Program covering both rural and urban areas across the Pakistan.
- iii. To address specific issues that become major impediments for entrepreneurship developments for women including lack of access to finances, time constraints or time poverty for women, constraints for women access to education and skills, and constraints on women mobility etc.
- iv. To develop a series of focused and customized training program on potential of ICTs tools in the entire supply chain of women entrepreneurship including idea generation, accessing suppliers, accessing all types relevant information, developing and marketing products, accessing market, building capacity in ICTs etc.
- v. To develop a complete curriculum for the program before initiation of the trainings and the bidder is expected to submit a sample of curriculum along with the proposal.
- vi. To develop two mandatory comprehensive training manuals based on international best practices/models and success stories of ICT for Women Entrepreneurs on:
  - vi.1. Role of ICTs for existing women entrepreneurs in Pakistan
  - vi.2. Power of ICTs to enable potential women to become entrepreneurs in Pakistan
- vii. To ensure that the designated/proposed personnel/consultants are specialized subject matter experts in ICT for Women Entrepreneurship and have international and national experience of ICT for Women Entrepreneurship projects and training experience.
- viii. To manage all logistics of capacity building Program including inviting and selecting women entrepreneurs (preferably from existing women entrepreneurs networks, selection of training venue; managing accommodation, providing meals and refreshments, printing and distribution of training modules, training kits and relevant material; subsistence allowance and other activities; facilitating training sessions with the help of relevant subject matter experts/consultants; building capacity of participants by developing practical action plans for utilizing ICTs in all relevant areas of their entrepreneurial activity etc.
- ix. To develop and manage program's promotion and marketing strategy in an effective and efficient manner in order to ensure that benefits and outcome of the program disseminated to all relevant stakeholders. In all relevant promotional materials the logo and brand of National ICT R&D Fund is to be included.
- x. To devise the strategy for maximum participation and to plan and manage enrollment drive for the targeted audience of the program.
- xi. Proper record keeping and maintenance of all official and project record for at least two years after completion of the process and provision of record to Fund as and when requested. All the official record, data and correspondence will be exchanged in a proper recorded manner.
- xii. The whole ICT for Women Entrepreneurship Development Program is expected to be completed within six months from date of award of contract.

### 4. Mandatory requirements

Proposal shall, inter alia, include:

- **Covering Letter;** A covering letter from the head of the company or an authorized representative of the bidder, entailing the objectives and the executive summary shall be attached with the proposal.

- **Company's profile;** Brief description of the company, major areas of expertise, with special references of work experience of similar projects, names of the clients, assignment duration, audited financial statements for last three years of the company and any other info that the company would like to share about itself, shall be provided in the proposal. The company should also submit following details:

1	Proof of Certificate of Incorporation or Registration or equivalent
2	Proof of NTN Certificate and GST Registration Certificate, and Proof of inclusion in Active Tax Payer List (ATL)
3	Recent affidavit that the Bidder is not insolvent and bankrupt.
4	Recent affidavit that the Bidder has not been blacklisted or debarred by Public Procurement, Government, Semi-Government, Private, Autonomous body or any other international organization.

- **Organization Chart and Team Composition:** Team composition and roles and responsibilities of the team members shall be provided in the technical document.
- **CVs of the core team members:** One Pager CV of the proposed core professional staff shall be attached. The key information in the CVs shall include the current assignment, relevant working experiences, degree of responsibility held at various assignments and the details of relevant expertise with information regarding role and responsibility for this project.
- **Description of the methodology and work plan:** Detailed methodology, work plan and list of activities shall be given. Work flows and the roles and responsibilities of the individuals working on the assignment shall be clearly defined. The bidder shall also list down the KPIs that will be required to substantiate the quality and the progress of the project. Bidder needs to ensure that submitted KPIs are SMART.
- The bidder shall also submit details of infrastructure currently available with it.
- **Contact list:** The contact list of the concerned staff for this project shall be attached.
- Failing to adhere to any one of the above mentioned mandatory requirements will automatically disqualify bidders from evaluation.

## 5. General Instructions:

- National ICT R&D Fund intends to shortlist/prequalify interested Training Service Providers (TSP) who will be invited to submit proposals for ICT for Women Entrepreneurship Development Program.
- The purpose of this document is to provide orientation to enable TSP to evaluate their interest in imparting training.
- This Expression of Interest is governed by the procedure approved by the competent forum of National ICT R&D Fund.
- Any clarification requests must be in writing or through e-mail and should be received not later than 23<sup>rd</sup> February, 2016.
- National ICT R&D Fund will evaluate Expressions of Interest on the basis of evaluation criteria mentioned in section 6 of this EOI.
- National ICT R&D Fund will notify the short-listed bidders. National ICT R&D Fund may hold discussion/pre bid session with short listed/prequalified bidders.
- Only short-listed applicants will be invited to submit Request for Proposal. For short listed applicants, Single stage – two envelope procedure as laid down in Public Procurement Rules 2004 would be followed for the evaluation and final selection of the firm for the award of this training assignment.

- viii. National ICT R&D Fund reserves the right to verify any information provided by prospective bidders. False information/misstatement will lead to disqualification and rejection of the EoI.
- ix. National ICT R&D Fund reserves the right to reject any or all EoIs without stating any reason in accordance with PPRA rules
- x. If an intended firm considers that it does not have all the expertise for the assignment, it may include in the proposal name of sub-firms/ experts by associating with them either as individual firm(s) and/or other firms or entities in a joint venture/consortium. Lead organization plus maximum of one organization is allowed. In case a consortium partner is a group of institutes, it must be established that the group is a legal entity and all the institutes are registered/affiliated and owned by that legal entity. Franchises / Sub campuses will be regarded as separate entities.

## 6. Evaluation Criteria:

#	Criteria	Points	Marks obtained	Remarks/Justifications
<b>TECHNICAL</b>				
1	Completeness and Submission of all required documents as mentioned under mandatory requirements	30		
2	Evidence depicting that selected/relevant trainings have already been conducted by the executing agency or allied partner in past	20		
3	Ready availability of Infrastructure and allied facilities of the venue of bidder or its allied partner at federal and provincial capitals of Pakistan	20		
4	Qualifications, competence, experience and ready availability of project team and Trainer(s)	30		
	<b>TOTAL:</b>	<b>100*</b>		

\* A company has to attain a minimum of 70 marks in order to be pre-qualified for RFP Stage

## 7. Standard Instruction

The EOI and the accompanying documents must be sent at the following address:

NATIONAL ICT R&D FUND  
 PROCUREMENT DEPARTMENT  
 ATTENTION: **MANAGER PROCUREMENT**  
 6TH FLOOR, HBL TOWER  
 JINNAH AVENUE, BLUE AREA  
 ISLAMABAD

**Proposal/ expression of interest along with soft copy in CD must be received by 03:00 PM on 3<sup>rd</sup> March, 2016 via courier, postal mail or by hand.**

Failure to submit the proposal/expression of interest before lapse of the deadline (date& time) will result in automatic disqualification.