

PUNJAB SKILLS DEVELOPMENT FUND

EXPRESSION OF INTEREST (EOI)

Hiring of an Individual Research Consultant for Research
Study on Skills Training for Socially Marginalized Segments in
Punjab

December, 2020



Submission Date: December 28, 2020 by or before 3:00 PM

21 A, H-Block, Dr. Mateen Fatima Road, Gulberg II, Lahore – Pakistan.

UAN: 042-111-11-PSDF(7733) | Toll Free:0800-48627 (HUNAR) | Website:
psdf.org.pk

Terms of Reference

For hiring of Individual Research Consultant for Research Study on *'Skills Training for Socially Marginalized Segments in Punjab'*

1. Assignment Background

The research study aims to understand the challenges faced by the socially marginalized groups (poor and vulnerable), including transgenders, religious minorities, and persons with disability in accessing and successfully acquiring and completing skills trainings programmes. Consequently, Study will analyze the facilitating and inhibiting factors experienced by the segment in accessing sustainable income generation opportunities with regards to certain trades, sectors of the economy and employers that are best suited and facilitating towards the marginalized. Through the research project PSDF wishes to deeply understand and uncover the demographic and psychographic profiles of the socially marginalized segments that are PSDF's target beneficiaries.

Insights and evidence generated from the research study will guide in developing recommendations and inform future programmatic interventions at PSDF to further improve the quality and market relevance of skills trainings imparted to this segment.

2. Scope of work for Individual Research Consultant

The Consultant's primary task will be to provide **research consultancy** and carry out **qualitative research** study on the socially marginalized segment as categorized by PSDF. Study will include qualitative surveys as well as secondary research/literature reviews to strengthen the insights gathered and evidence generated. **The surveys will be conducted with three respondent categories:** i) socially marginalized segments (transgender, religious minorities, and persons with physical disabilities) ii) Training Service Providers (TSPs) and iii) employers.

Survey Scope: Surveys will be carried out in shortlisted districts (Lahore, Gujranwala and Rawalpindi) where PSDF has previously rolled out programmes for the socially marginalized with its graduated beneficiaries. All survey sample details will be provided by PSDF.

The below scope of work is indicative and will be finalized once the consultant has been finalized.

1. Develop a **detailed workplan** and timeline for the implementation of the study in close collaboration with RPDM PSDF
2. Carry out **secondary research/literature review** on skills development for the socially marginalized in light of global, national, and local context.
3. Design **survey tools** (semi structured questionnaires) for in-depth interviews and focus group discussions (FGDs) tailored for each respondent category
4. Carry out **surveys** with the sample provided for each respondent category as per finalized methodology and ensure that all interviews and focus group discussions are recorded and transcribed as per research protocols (to be shared by PSDF post inception meeting)
5. Undertake all **logistical arrangements** to organize and carry out survey
6. Carry out all stages of **data management** including data collection, cleaning, coding, processing, and analyzing the data, ensuring quality and authenticity of data

7. Prepare a **draft research report** incorporating the findings and evidence generated from the study and develop programmatic recommendations for Client (PSDF) based on data collected from trainees, TSPs and Employers
8. **Finalize the report** and **present** to PSDF's senior management with client's (PSDF) feedback incorporated.

The indicative sample details are as follows:

Respondent category A PSDF Trainees	Survey Sample size Total PSDF trainees to be surveyed = 163 (13+75+75)
i) Transgender	Lahore:13 Total 13
ii) Religious minorities	Lahore: 25 Gujranwala: 25 Rawalpindi: 25 Total: 75
iii) Persons with disability	Lahore: 25 Gujranwala: 25 Rawalpindi:25 Total:75
Respondent category B - TSPs	Total TSPs to be surveyed = 14
Training Service Providers (TSPs) who provided skills training to PSDF trainees	1 Lahore (Transgender) 4 Lahore and 4 Rawalpindi (Religious Minorities) 3 Lahore, 1 Gujranwala and 1 Rawalpindi (Disabled Persons)
Respondent category C	Total Employers to be surveyed = 20
Employers	20 employers as per the employment details available in each district

*** The required survey response rate is 100%.

Deliverables: The Consultant will be responsible for the following indicative deliverables:

Deliverables	Timelines	Payment Schedule
Deliverable 1: Inception report detailing the assignment work plan along with detailed research approach and methodology.	Week 2	30%
Deliverable 2: Submission of finalized data collection instruments /survey tools for each of the respondent categories including socially marginalized trainees, Training Service Providers and Employers.	Week 4	
Deliverable 3: Survey completed. Cleaned data sets along with interview recordings and original transcripts. <i>(This payment is based on achieving a 100% response rate of the survey)</i>	Week 8	30%
Deliverable 4: Draft final survey/study report entailing data analysis based on results of the full survey and programmatic recommendations.	Week 10	40%

Deliverable 5: Final report incorporating Clients (PSDF) feedback on the draft report and presentation of the key findings to PSDF management.	Week 12	
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Disclaimer: Only two revised versions of one deliverable will be accepted. Post review of the third revision, if the deliverable is found not to conform with the requisite quality parameters communicated to the Consultant by the Client, the same deliverable shall stand rejected. The Client shall have the right to withhold/deduct payments bound to the successful delivery of the said deliverable.

3. Qualification Criteria:

Experience & Qualification of the Individual Research Consultant

- **Master’s Degree** in Social Sciences/ Public Policy/ Development Studies or any other relevant degree from a HEC recognized/accredited university.
- **Minimum 5 years** of research consultancy experience in the **development sector** in Pakistan, with minimum of 3 years of relevant research consultancy experience in **qualitative research** for large international donor funded, not-for-profit, development and/or public sector sponsored projects.
- Research consultancy experience with regards to the **socially marginalized or vulnerable groups** is preferred. (Consultant **MUST** provide reference letters from clients for each project stated)
- The Consultant **MUST** have a **minimum of 3 publications** (either authored or co-authored) including research reports, case studies, research articles, policy briefs and discussion papers developed for large international donor funded, not-for-profit, development and/or public sector sponsored projects along with reference letters from the client for each of the publication issued.

Note: Important

- *It will be preferred for the individual research consultant to be available within a two weeks’ time.*
- *Individual research consultant will be encouraged to suggest value additions in the research approach and methodology.*
- *Individual research consultant must share in writing with the Client (PSDF) any possible limitations or risks associated with execution of the project or the services he/she will provide, along with their mitigation strategies for effectively and efficiently executing the said research study at the time of applying, expressing interest, for the consultancy.*

4. Submission of CVs & Selection Process

- PSDF wishes to shortlist the interested Individual consultant through the EOI, and only short-listed consultants will be invited to submit Financial Proposals.
- CV/Profile containing all required information & documentary evidence must be delivered to **Procurement Department, PSDF, 21-A, H-Block, Dr. Mateen Fatima Road, Gulberg-II Lahore** in a sealed packet and submitted by or before **03:00 PM December 28, 2020**.
- The Expression of Interest Documents shall be opened on the same day i.e. **December 28, 2020** at **03:30 PM** by the Committee in the presence of representatives of interested applicants who desire to attend. The selection process of Individual Consultant in Short Consultancy shall be in accordance with prevailing Procurement Rules of PSDF. No telephonic / e-mail / faxed

“Application for Expression of Interest” shall be acceptable. In case of incomplete information as required under the “Expression of Interest”, the application will not be considered and will be rejected.

- In case of any dispute regarding services the decision of the PSDF shall be final & binding.
- The competent authority may reject all proposals at any time prior to the acceptance of a bid or proposal. PSDF shall upon request communicate to any consultant, the grounds for its rejection of all proposals but shall not be required to justify those grounds.
- PSDF reserves the rights to request submission of additional information from applicants to clarify, if required. PSDF also reserves the right to verify any information provided by the applicants.
- For shortlisting, interviews may be set up.
- Although adequate thought has been given in the drafting of this document, errors such as typos may occur which the PSDF will not be responsible.
- Clarifications in writing may be requested by December 23, 2020 before 5:00 PM through email on Procurement@psdf.org.pk

Cover Letter for the Submission of Expression of Interest

Date _____

To:

Dear Sir,

I, the undersigned, offer to provide services of **“Hiring of an Individual Research Consultant for Research Study on Skills Training for Socially Marginalized Segments in Punjab”** with respect to the assignment referred above and in compliance with the Terms of Reference (TORs) attached with this Expression of Interest Document. I am hereby submitting my application / Expression of Interest, which includes the required information / documents sealed under an envelope.

I hereby declare that all the information and statements made in this Expression of Interest are true and accept that any misinterpretation contained in it may lead to rejection of my Expression of Interest.

I undertake, if my Expression of Interest is accepted, I shall complete the job related to the assignment within the stipulated time period described in the Terms of Reference (TORs) / Letter of Award.

I understand that the selection process of Individual Consultant in Short Consultancy will be in accordance with prevailing Procurement Rules and PSDF is not bound to accept my Expression of Interest.

I remain,

Yours sincerely,

Authorized Signature [*In full and initials*]:

Name of Applicant Individual Consultant:

Address: _____