



Date: 22-10-2025

Bidder Introduction
(Restoring Dignified Life of Persons with Disability (PwD) and Marginalized Families with Economic Empowerment)

M/s _____

NTN/GST: _____

CNIC: _____

Name of Focal Person: _____

Contact Numbers; (at least 3 numbers) _____

Email Address: _____

Bank Account with Title A/C: _____

Address: _____

Submission Deadline: 30-10-2025, Before 05:00 PM

REQUEST FOR QUOTATION

Human Appeal is an incorporated UK charity and a global humanitarian & organization. We save lives, alleviate poverty, transform and empower local communities championing humanity, impartiality, neutrality, and independence. Our vision is the global agent of change for a justice, caring, and sustainable world”.

Human Appeal takes this opportunity to request you to share the quotations (Hard/Scanned copy with signature and organizational stamp) via e-mail/ by hand against the project (Restoring Dignified Life of Persons with Disability (PwD) and Marginalized Families with Economic Empowerment following details.

Specification/BOQ/Description/Price:

Consultant for 1 Day Enterprise Development Training District Faisalabad, Rawalpindi, Lahore in Punjab, Mansehra, Mardan, Haripur, Buner, Charsadda, Nowshera, Swabi and Peshawar in KP and Bagh and Bhimber (AJK). (Lot 1)- 130					
Sr. #	Description	Unit	Nos. of Units	Rate/ Unit	Remarks
1	Development of Training Manual on (Enterprise Development Training - SIYB)	Manual	1		
2	Conduct Enterprise development training (SYIB) for 200 selected beneficiaries, development and submission of their Business Plans.	Training Sessions	1		
3	Submission of Assignment Report with Post Distribution monitoring tool.	Report	1		
	Total amount for LOT 01				

Consultant for 1 Day Enterprise Development Training District Larkana, Dadu, Jacobabad, Qamber Shahdadkot, SBA in Sindh (Lot 2)-70 Participants					
Sr. #	Description	Unit	Nos. of Units	Rate/ Unit	Remarks
1	Development of Training Manual on (Enterprise Development Training - SIYB)	Manual	1		
2	Conduct Enterprise development training (SYIB) for 200 selected beneficiaries, development and submission of their Business Plans.	Training Sessions	1		
3	Submission of Assignment Report with Post Distribution monitoring tool.	Report	1		
	Total amount for LOT 02				

Please mention for whether you are applying for Lot 1 or Lot 2 in your proposal. One consultant or firm will be selected for one Lot only.

Organization Name	Human Appeal
Project Title	Restoring Dignified Life of Persons with Disability (PwD) and Marginalized Families with Economic Empowerment
Assignment	1 Day Enterprise Development Training including focus on
Duration of Assignment	30 working Days
Location of Assignment	District Faisalabad, Rawalpindi, Lahore in Punjab, Mansehra, Mardan, Haripur, Buner, Charsadda, Nowshera, Swabi and Peshawar in KP and Bagh and Bhimber (AJK). (Lot 1)- 130 Participants Larkana, Dadu, Jacobabad, Qamber Shahdadt, SBA in Sindh (Lot 2)-70 Participants
Application Deadline	30-10-2025

About Human Appeal:

Human Appeal (HA) is a UK based not-for-profit, nongovernmental relief and development sector organization, working in 28 countries around the globe. In collaboration with government departments, civil society and non-governmental organizations, Human Appeal has been working in Pakistan since 2005 & is registered with MOI under revised legislation for INGOs. We work across the globe to strengthen humanity's fight against poverty, social injustice and natural disaster. Through the provision of immediate relief and the establishment of self-sustaining development programmes, we aim to invest in real, effective solutions.

Human Appeal believes that establishing stable healthcare, education and livelihood programmes paves the way for empowered, self-serving communities. We also recognize that the provision of food, medical aid and emergency shelter in times of humanitarian crisis is essential for the immediate preservation of life. As such, we value the importance of a multi-dimensional aid approach, and dedicate our time between emergency relief and long-term development.

Background:

The project is an 'Inclusive Community-Based SME Development Initiative,' with the overall aim of supporting zakat-eligible individuals and persons with disabilities for economic empowerment. The project has the following main outcome:

Outcome: The livelihood of 250 persons with disabilities, orphans, and their families from low-income areas of Pakistan has improved.

ABOUT ASSIGNMENT:

The consultant will build the capacity of groups in aspects of Business management skills, Start and Improve Your Business (SIYB).

The Start & Improve Your Business (SIYB) programme is a management training programme with a focus on starting and improving small businesses as a strategy for creating more and better employment in developing economies and economies in transition.

The concept of self-employability/entrepreneurship is key to sustaining the livelihood of the community. A successful business starts with a good business idea. The description of a business idea is therefore the starting point for a good business plan.

The enterprise development training program facilitates the creation and enhancement of viable small-scale businesses by empowering potential entrepreneurs to undertake the necessary steps to establish

their own enterprises. The project aims to identify and train zakat-eligible individuals and persons with disabilities on business plan development, skill enhancement, and business initiation.

This initiative will be carried out in collaboration with a specialized Enterprise Development Trainer, who will design certified enterprise development programs. Once the trainees have solidified their business ideas, they will receive assistance in gathering detailed information and performing calculations to assess the profitability of their new ventures. Proper planning and preparation are crucial to reduce the high failure rate among new businesses.

After completing the training, the targeted trainees will submit their business plans to the Human Appeal project team. The submitted plans will be reviewed, and follow-ups will be conducted to monitor progress and provide necessary support.

Specific Objectives of Training:

- The specific objective of SIYB training is to enable potential entrepreneurs to find out whether they are the right people to start a business and to develop a feasible business idea.
- To build the capacity of selected participants in preparing their business plans and life skills to enable them to engage with the market.
- To facilitate selected participants in building backward and forward linkages including linkages with microfinance institutes (MFIs)

Scope:

- A total of 200 beneficiaries will be selected from targeted districts with their initial business idea; the consultant will Conduct a Training need assessment of the targeted beneficiaries' business ideas.
- Support the targeted beneficiaries in the development of their e-commerce/IT-based business plans (if any).

Approach and Methodology

The Consultant would propose the approach and methodology for the assignment based on the general guidelines provided below;

- Review of project documents, IEC Material, Training and livelihood-related activities.
- Review of the documents for similar techniques adopted in the Pakistan context.

Deliverables / Output of the consultancy / Assignment.

The Consultant (s) will perform the following key deliverables:

Sr. #	Particulars	Unit	# of Units	Participants per session	Total Beneficiaries	Duration / Days
1	Development of Training Manual on (Enterprise Development Training - EDT)	Manual	1	--	--	3 days
2	Conduct Enterprise development training (SYIB) for 200 selected beneficiaries	Trainings / Group	8	25	200	1 day of sessions with each group

3	Development & submission of Business Plans of 200 individuals in hard	Business Plan	200	200	200	Plans will be developed at the end of the session.
4	Submission of Assignment Report.	Report	1	--	--	Within the week after the completion of the assignment/trainings
5	Development of Post Distribution Monitoring Tool	Tool	1	--	--	Activity report and PDM tool will be submitted in a week after the training.

Approach (Implementation):

The Consultant (s) will produce the following key outputs; these outputs can be further adjusted after selection of Consultant:

- Design training on SYIB modular approach and dynamic teaching methods to develop group members' interest in education and business skills.
- To analyze training need, education and understanding level of participants and design training content and methodology accordingly.
- Provide training at venue and maintain all records (pre and post evaluation, beneficiary list, etc.).
- Submit the Training Report

Lines of Communication:

The Consultant will coordinate with the Sr. Program manager – livelihoods (Human Appeal).

Skills, Experience and Qualifications:

- Postgraduate level qualification in related subjects (Business administration, Marketing, economics or related)
- At least 7 years' experience in developing and facilitating training on business skills (SIYB), life skills and enterprise development trainings.
- Demonstrable experience in facilitating training on business skills.
- Preference will be given to the certified trainer on (SYIB & GYBI)
- Excellent communication (report writing) and facilitation skills.

Structure of Technical Proposal/Expression of Interest and Submission Guidelines:

Interested Consultant with relevant experience may submit sealed technical and financial proposals according to following details;

- Detail training agenda/contents
- Methodology for training delivery
- The consultant profile clearly states the individual capabilities of undertaking the presented task.
- Previous details of various relevant assignments completed.
- Consultants must provide evidence of previous work done in similar assignments.

- CVs/profile of the Consultant.

Monitoring and Evaluation:

The activity will be monitored by the Program Head and M&E Coordinator of HA.

Support from HAP:

HAP will provide the following support for the assignment:

- Provide all the relevant project documents/ material which will be support for the assignment.
- Provide timely feedback on the Overall Implementation plan and training manuals.
- Provide Beneficiaries / Trainees for the task/training.
- Provide a venue for training sessions with all the required sitting arrangements.
- Provide contact details of participant's.
- Provide stationary for trainees, photocopies of training material/Handouts for trainees as required by the consultant.

Evaluation Criteria:

The proposal will be evaluated on the following grounds:

- 1- Techniques, Methodology and process of the Training.
- 2- Relevancy / Profile of the Consultant.
- 3- Quality of content for the training.
- 5- Financial Offer (Which is not the sole criteria).

Guidelines for Proposal:

The Individual consultants are requested to follow the below-mentioned guidelines:

- 1- The Technical Proposal should elaborate the Techniques, Methodology, and process adopted to deliver the trainings & visits with the deadline.
- 2- What types of Skill Development Sessions/ Contents will be incorporated in Training Modules.
- 3- The Proposal should also elaborate the monitoring process, pre and post test mechanism to gauge the %age of improvement and final certification for each trainee.
- 4- The financial Offer should include the rates as per the assignment mentioned in the deliverables

Terms & Conditions

- No advance payment will be made to the selected vendor.
- Quoted prices for the items shall be inclusive of all kinds of Government taxes as per National Law.
- Payment shall be made as per the agreed terms and conditions contained in the agreement/work order.
- After the evaluation of financial/technical bids, selected vendors shall be requested to submit samples.
- Human Appeal Pakistan reserves the right to reject any or all quotations without assigning any reason thereof.
- Transportation/Delivery to the project site/distribution points will be the responsibility of the vendor at his own cost. Quoted rates shall remain valid for at least 60 days from the date of opening.
- Vendor should send the quotation by hand/**electronically via email** at arslan.najeeb@humanappeal.org.pk and riyaz.ahmed@humanappeal.org.pk by **30-10-2025** before **5:00 pm**

Consent

Our organization is not involved in and does not support any activity which is considered illegal by the Government of Pakistan or under the International Laws Community or what may be termed a



‘terrorist activity’. I confirm that the above information is accurate to the best of my knowledge. I have not withheld information. Suppliers Signature and Stamp

Name _____

Position -

.....



Supplier Conflict of Interest Declaration Form

Supplier / Vendor Name: _____

Supplier / Vendor Address: _____

RFQ/RFP/Tender Applied for: _____

As per Human Appeal’s policies and procedures; any suppliers/vendors shall not try to gain an unfair competitive advantage or influence the ability of Human Appeal’s employees to make impartial and objective decisions. All suppliers/vendors interested in conducting business with Human Appeal (HA) must complete and return this Supplier Conflict of Interest Disclosure Form to be eligible for contract awarding.

If a supplier/vendor and its owner, director, shareholder, or senior management member have any relationship with a Human Appeal’s officer/employee/Manager/director or is an immediate family member of a Human Appeal’s officer/employee/Manager/director, the supplier/vendor shall disclose the information required below.

Yes	No	Conflict of Interest
☐	☐	1. Does any HA’s officer/employee/Manager/Country Director have any direct or indirect ownership or other financial interest in your company or any of its affiliates?
☐	☐	2. Is any owner, director, shareholder, or senior management member of your company a current or was employed with HA in the past 2 years?
☐	☐	3. Have you offered employment to any HA’s officer/employee/Manager/Country Director participating in this project in the past 2 years?
☐	☐	4. Does any owner, director, shareholder, or senior management member in your company have any family relationship with any current HA’s officer/employee/Manager/Country Director?
☐	☐	5. Does any owner, director, shareholder, or senior management member in your company have any business relationship with any current HA’s officer/employee/Manager/Country Director?
☐	☐	6. Has your company or any of its affiliates, owner, director, shareholder, or senior management member in your company provided money/donation, gifts, or other thing of value to any HA’s officer/employee/Manager/Country Director or any senior management member?

If you have answered ‘Yes’ to any of the above questions, please list down the name of the Person / company and state the relationship of the person/company.

Name of Human Appeal’s Employee(s) with Potential Conflict of Interest



Name	Relationship

I certify that the information provided is true and correct by my signature below:

Vendor Authorized Representative	Signature	Stamped
Name: Designation:		

Review of Declaration:

*This document will be reviewed by Human Appeal's **CMT (Country Management Team)** for further decision if any conflict of interest arises. Operation Team shall inform suppliers if they are qualified to participate in the RFQ/RFP/Tender.*