

PUNJAB SKILLS DEVELOPMENT FUND

EXPRESSION OF INTEREST (EOI)

TO CONDUCT WORLD BANK TRACER STUDY UNDER DLI-5

October, 2018



Submission Date for EOI: November 02, 2018 before 3:00 PM

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

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1) Background

Punjab Skills Development Program (PSDP) funded by World Bank is in its third year of implementation. The Project aims to strengthen the skills training system and to improve the quality, labor market relevance of, and access to skills training programs in priority sectors. Further details on the project can be found in the Project Appraisal Document for Punjab Skills Development Project available at:

[http:// documents.worldbank.org/curated/en/634231468096559464/Pakistan-Punjab-Skills-Development-Project](http://documents.worldbank.org/curated/en/634231468096559464/Pakistan-Punjab-Skills-Development-Project)

PSDP program is supporting the provision of training through public and private training providers. However, the TVET system does not fully provide the skills required by the labor market today, and Punjab is an example of where there is a growing demand for understanding the TVET education as graduates' transition to the labor market. There are two main reasons for this demand: i) labor market surveys show that businesses identify lack of important skills as a major constraint, and ii) and firms report about inadequate numbers of specialists trained for different areas of economy as also outlined in the Punjab Skills Development Sector Plan 2018.

These graduates of training courses often lack practical skills that can be immediately applied in the labor market. As per one of the key outcomes of the program aimed at increasing access in market relevant trades offered by public and private sector training providers, and to assess the effectiveness and labor-market relevance of training programs supported by PSDP, a graduate tracer study (hereafter Tracer Study) has been proposed to be undertaken. The labor market relevance of the skills acquired by the trainees at institutions will be best assessed by their placement and performance in jobs.

2) Invitation for Expression of Interest

PSDF is soliciting Expression of Interest from firms to conduct Graduate Tracer Study of Trainees required under Disbursement Linked Indicators (DLI-5) i.e. increasing supply of skilled workers in market relevant trades. The proposed tracer study will be used to identify the relevance of TVET education in preparing students for their transition to labor market. In this instance, the Graduate Tracer Study will include a standardized and centralized survey of graduates from PSDP supported TVET institutions approximately 6 months after graduation. The topics of the graduates' tracer study will include questions on the transition to work, current occupation, characteristics of employer/employment, use of learned competencies, relationship with TVET institution, etc.

To conduct the Tracer Study, that includes the development of survey questionnaire, implementation of survey, and analysis of survey results, PSDF seeks to hire a Consulting Firm. The graduate survey should be conducted in accordance with the Tracer Study design and concept that will be proposed by the firm and agreed with the PSDF.

The Tracer Study will determine the status and relevance of graduates after completing the short-term training (3 to 6 months) in different trades including, but not limited to their employment status and job performance.

The objectives of the study are:

- To track the graduates from the institutions participating in the survey, and to determine their placement i.e. if they are employed, self-employed, unemployed or even underemployed;
- To determine employer satisfaction of the graduates of selected institutions under DLI-5

a. Conditions for eligibility (qualification criteria)

The ideal Consulting Firm should have proven expertise in conducting surveys/assessments/projects and working/have worked for various donor-funded, not-for-profit institutions/organization, government projects and/or organizations. The entity submitting proposals should have the following **minimum** eligibility qualifications:

- i. Be a legal entity registered in country of origin and must have a corporate office in Pakistan.
- ii. Active tax payer in FBR and registration in relevant Provincial Revenue Authority.
- iii. Audited financial statements of the last year issued by an ICAP-licensed Chartered Accountant to be submitted with the EOI.
- iv. Technical team (enclose CVs of required core staff members (Team Lead, Survey Manager & Data manager) who will be made responsible for the assignment. In case of contractual/ project-based hiring, attach affidavit on stamp paper of team member stating that he/she shall work for this assignment.
- v. The Consulting Firm itself should have proven experience in research with a minimum of 7 years of practical experience in analytical work in areas related to these Terms of Reference; share concrete evidence of previous experience of having conducted at least three surveys/assessments/projects of same or similar nature, for various donor-funded, not-for-profit institutions/organization, government projects and/or organizations. Familiarity in the Technical and Vocational Education and Training domain will be an added advantage.
- vi. Must not have been blacklisted by any government authority or any bi-lateral/multi-lateral financial institution

b. Required qualifications & experience of key project team members

The Technical team proposed by Consulting Firm must consist of one Team Leader, one Survey Manager and one Data Manager (CVs to be attached as per **annexure B-2 & detailed as well**). It is not necessary that team members are on firm's payroll but can be hired on contract for this assignment, in case where team members are engaged through contract, an affidavit of proposed member to be attached that he/she shall work on this assignment. The brief requirement of the incumbents is provided below:

Team Leader:

- i. Minimum master's degree in Economics, social science or education
- ii. Minimum 10 years of experience as a survey supervisor.
- iii. understanding of education and TVET sector in Pakistan.

Survey Manager:

- i. Minimum of master's degree in economics, social science or education;
- ii. Minimum 5 years of experience as a survey manager/supervisor and 5 years of survey experience;

Data Manager:

- i. Minimum of master's degree in statistics, computer science or any relevant fields;
- ii. Minimum 5 years of experience as a data management and 5 years of survey experience;

c. Prequalification Document

The Interested firm can obtain EOI document containing all details, shortlisting criteria and terms & conditions, from PSDF website (<http://psdf.org.pk/downloads/#procurement>) and PPRA website (www.ppra.punjab.gov.pk).

d. Acceptance or rejection of EOI

The competent authority/committee may reject an EOI at any time prior to the Request for Proposal (RFP). The procuring agency shall upon request communicate to any interested firm, the grounds for its rejection of expression of interest, but shall not be required to justify those grounds

e. Time schedule for submission of EOI

Complete EOI containing all required information & documentary evidence (**one original & one copy**) must be delivered to **Procurement Department**, PSDF, 21-A, H-Block, Dr. Mateen Fatima Road, Gulberg-II Lahore in a sealed packet (marked EOI title on envelope) and submitted before **03:00 PM November 02, 2018**. EOI will be publicly opened on the same day i.e. **November 02, 2018 at 3:30 PM** in the presence of Consulting Firm representatives who wish to attend the EOI opening.

Kindly fill the following necessary annexures required for the qualification criteria and attach the supporting documentary evidences as mentioned in each annexure;

Annex – A:	Firm Information
Annex – B:	Eligibility Response Checklist
Annex – B-1:	Evaluation Criteria
Annex – B-2:	CV of proposed technical team
Annex – C:	Experience of the firm
Annex – D:	Declaration

3) Instruction & guidelines for Consulting Firm

- The purpose of this document is to provide orientation to enable interested firms to evaluate their interest in tendering and conducting assessment and is not a guarantee of the actual conditions under which the assessment services will be tendered or executed. Furthermore, it contains forms and list of required documents to be submitted.
- PSDF wishes to shortlist interested Consultancy Service providers who will be invited to submit proposals for World Bank Tracer Study under DLI-5.
- Only short-listed firm(s) will be invited to submit Technical and Financial Proposals through RFP.
- All documents and information received by PSDF from applicants will be treated as confidential.
- Documents submitted to PSDF will not be returned.
- All expenses related to participation in this Expression of Interest shall be borne by the firm(s).
- The envelope containing hard copy of EOI shall be received in PSDF office at Lahore.
- EOI received after closing time shall not be accepted and returned without opening.

- i) PSDF reserves the right to request submission of additional information from applicants to clarify/further understand, if required.
- j) PSDF reserves the right to verify any information provided by prospective bidders. **False information will lead to disqualification and the organization will be barred for bidding in PSDF schemes/projects.**
- k) PSDF will evaluate the EOI of eligible organizations based on their capacity, previous experience, qualification and competence of key professional staff of core team **annexure B, B-1, B-2 & C.**
- l) PSDF will notify to the short-listed Consulting Firms (**found eligible and scoring more than 65 marks in their evaluation**) and will share Request for Proposal (RFP) document accordingly.
- m) A consulting firm may associate with other firms in the form of a Joint Venture to enhance their qualifications. According to PSDF rules, in joint venture, all members, if awarded the contract, shall individually sign and be jointly and severally liable for the entire assignment.
- n) In case of joint venture 50% weightage is assigned to the Lead firm whereas 50% weightage is marked against Partner firm in two major components (1. Annual Turnover and 2. Professional Key Core Staff). Eligibility is reviewed for both firms jointly e.g. If one firm is providing required annual turnover, then it is considered for both firms.
- o) Any clarification requests may be made in writing or through e-mail to the following contact person.

Procurement Department

Punjab Skills Development Fund

21-A, H-Block, Dr. Mateen Fatima Road,

Gulberg-II Lahore –Pakistan

E-mail: Procurement@psdf.org.pk

Tel: 042-35752408-10

Fax: 042-35752190

4) **Scope, Duties and Responsibilities of the Consulting Firm**

Note: These are basic guidelines of the study, the final methodology, sampling & study instruments etc. will be shared at the time of RFP with eligible firms.

a. **Coverage of Training Programs**

This tracer study will cover training programs initiated under DLI-5.

The survey would focus on trainings imparted under DLI- 5, highlighting growth sector in which trainings were imparted and their conformity with priority sectors identified under the Punjab Growth Strategy 2018. This survey will be conducted on trainees graduated during 2015-16 & 2016-17.

The study is expected to be undertaken in the following manner:

- Devising a study methodology, Planning and Design of Study Instruments
- Data Collection and Analysis
- Preparation and submission of final report

b. Planning and Design of Study Instruments:

Study methods:

- Preferably the method used for the study will be a mixture of face-to-face interviews of graduates employed after six months/one year of training completion under DLI-5, and phone/SMS/computer app-based surveys where relevant. Cost efficient survey methodology, while maintaining the high quality of data and results will be sought.
- Contact details will be obtained from the PSDF as PSDF is maintaining an updated database of trainees.
- Survey methodology has to be approved by the Client before the field pilot.

Sampling:

The tracer study will include a representative random sample of graduates from selected trades in different training programs. Proposed hierarchy of representations will be:

- 1) Representation of each type of training programs for the selected trades
- 2) Representation of selected trades under each training program
- 3) Representation of male and female for each training program and for each trade within. If relevant, overrepresentation of female trainees may be required.
- 4) Representation of public and private training institutes where relevant
- 5) Representation of particular geographical areas (North, South and Central) and Urban/Rural spread in each sample strata will be kept in view. The survey result should however represent the whole Punjab.

The PAD/POM of PSDP will be the guiding document in case of any clarification for the tracer study.

Sample size:

The expected sample size for the pilot and the full survey will be the following.

- 1) Pilot test:
 - a. Approximately 5 - 10 training service providers/institutions in at least 3 districts of Punjab (training service providers/institutions will preferably be a mix of public and private training providers)
 - b. 100 graduate trainees
 - c. 5 Employers
- 2) Full survey: **(Spread to be identified)**
 - a. Graduate Questionnaires: It is envisaged that around 1,000 graduates (Males 80% and females 20%) will be covered under this study, however, the final number will be shared at the time of RFP issuance.
 - b. Employer Questionnaire: Employers of 10 percent of randomly selected former trainees interviewed. The methodology will be shared at RFP stage.
 - c. Institution Questionnaire: 25 training service providers/ institutions included as part of the sample

Study Instruments:

Study instruments will include: (a) institution questionnaire (b) former graduate questionnaire, and (c) employer questionnaire. The questionnaires will be developed by the firm in consultation with PSDF and will be pilot tested for finalization by the consulting survey firm.

The instruments to be used will include but not be limited to:

- Face-to-face interviews with institutes, graduates and employers

Survey contents: This may include but not limited to academic activities, facilities and teaching practices, job search support, assessment of students, general institution profile.

- **Interview of the Institute**

- Interview head of the Training Institute
- Face to Face Interview
- Survey Contents: This may include but not limited to quality of training, placement services, problems etc

- **Former Graduate Questionnaire**

- Interviewing trainees of previous years
- Fact-to-face interviews
- Survey contents: This may include but not limited to academic performance, employment and current activity, process of job search, assessment of institutions, wage – employment/self-employment training, earnings, if not employed reasons, if employed previously reason of leaving the employment etc .

- **Employer Questionnaire**

- Interviewing a selected sample of employers of graduates.
- Fact-to-face interviews
- Survey contents: work related performance of TVET graduates, assessment of TVET institutions and education, recruitment processes of hiring firm, workforce composition and business environment.

The Consulting Firm will develop these questionnaires, in consultation with PSDF, and will also be required to translate all the questionnaires into Urdu language.

The firm will also develop survey manuals, which describe visiting/survey protocol, sampling methods (if sub-sampling within each institution, industry is designed) and field work plan, which include schedule for each team, TOR for each worker/enumerator, role of supervisor, supervisor's visit schedule, data entry and back-to-office reporting mechanism.

The firm will ensure that all survey instruments are printed, organized and all logistics ready and will develop a detailed Work Plan that will include survey manuals (including visiting protocol and sampling method(s) of employees) and field work plan (schedule of each team,

roles and responsibilities for each worker, role of supervisor, schedule of visit by supervisor, how to send the data back to the data entry office for prompt data entry, etc.).

Deliverables: A sampling note, final samples, survey manual and filed work plan, and survey questionnaires (piloted and final) for trainings.

c. Data Collection and Analysis

Enumerators:

- The firm will be responsible to determine the required number and recruitment and training of the enumerators to be used in the study; adequate back-up for the field work in urgent cases may be kept in view.

Field Surveys:

- The primary role of the firm under this assignment will be to undertake the field surveys, data collection and analysis. The full range of tasks of the survey firm will include:
- Field testing of the tracer method and the study instruments;
- Undertaking the field survey;
- Data entry, data cleaning and making the data ready for analysis; and
- Data analysis and development of the necessary reports;

The firm must make the best effort to access the sampled graduates, training institutes and sampled employers. In the worst case in which the sample respondents are not accessible, replacement sample respondents must be visited. If the sampled employees are not available for interview, replacement sample employees must be interviewed. All these cases must be documented.

It is suggested that the firm use Computer-Assisted Personal Interview (CAPI) system¹ which was developed by the World Bank or any other computer-aided system for enhancement of the quality and timeliness of data delivery. If the firm is to propose an approach other than computer-aided system, the firm will have to explain how the proposed approach is better than the computer-aided system in terms of the quality of data collection and data entry, and timeliness of data submission.

Data collection:

The firm will develop a data entry format that ensures data accuracy; enter and clean collected data. Include the sampling weight variables (also correcting for the response rates) in the data. Data should be submitted in STATA format.

- Prepare and submit a field work completion report which describes:
 - Final sample size (indicate replacement samples);

¹ The platform is available to any users for free (<http://go.worldbank.org/CALISV6BF0>).

- How the survey was implemented;
- Challenges with implementation, including logistical problems, response rates, etc.
- Submit to PSDF the clean data set for review. Finalize the data as per the comments from the PSDF and submit the final data. The firm should be available to answer queries on the data for at least 3 months after submission of the data;
- The survey firm will submit all the contact information of the sampled students, institutions and localities at the end of each round of survey, but the firm is still responsible for maintaining the information during the period of the entire survey period and ensure sample students are properly traced.

Analysis and Final Reports:

Inception Report

Survey Instruments

Analysis of survey exercise,

The Consulting Firm will submit two separate reports on:

- Percentage of graduates employed 6 months after completing training in market-relevant courses under DLI-5. Submit final reports to the PSDF including analytical findings and recommendations.
- The final report in addition to the objectives mentioned above **must** report on the following indicator.
 - Percentage of graduates employed 6 months after completing training in market-relevant courses under DLI-5

5) Deliverables and Timeframe

a. Deliverables

The Consulting Firm shall principally report to the COO of PSDF, and will also work very closely with the overall stakeholders of the PSDF and the relevant PSDF teams to produce the following deliverables:

1. Inception Report detailing the Assignment Work Plan, detailed Approach and Methodology and the nature and structure of all the expected deliverables (**Deliverable 1**);
 - a. Survey package, including: a sampling note, final samples, survey manual and filed work plan, and survey questionnaires, pilot data, and final survey instruments (**Deliverable 2**);
 - b. Fieldwork Completion Report (**Deliverable 3a**);
 - c. Cleaned data sets in STATA or other statistical software agreed by the PSDF (**Deliverable 3b**);
 - d. Draft Final Reports;
 - e. Final Report incorporating Client's comments (**Deliverable 4**);
 - f. PowerPoint Presentations where applicable.

b. Timeframe

It is anticipated that the duration of the project shall not exceed three (3) months (excluding client's review time). The project will commence upon approval of the proposal and signing of an agreement between the Consulting Firm and PSDF.

6) Evaluation/Selection Criteria

The evaluation/selection criteria for Consulting Firms is given in Annex-B and Annexure B-1.

7) Declaration

Kindly provide the declaration as per format provided below.

I, _____ hereby declare that:

- all the information provided in the Expression of Interest (EOI) is correct in all manners and respects
- and I am duly authorised by the **Governing body/Board/Management** to submit this EOI on behalf of "[Click here and type the name of organization]"

Name	
Designation	
Signature	
Date and Place	

Note: Please attach documentary proof for authorization by the governing body/board/management.

Annexures

Annex – A: Firm Information

Firm Profile			
S #	Required Information	Response	
1	Legal name of the Firm		
2	Year of Registration / Establishment of the Firm		
3	National Tax Number		
4	Core business area/s of the Firm		
5	What is the legal status of your organisation? Tick the relevant box (one box only). (Attach Copy/Copies of Registration Certificate/s)	Public Sector Organisation	
		Section 42 Company	
		Public Ltd. Company	
		Private Ltd. Company	
		Partnership Firm	
		Others (Please specify)	
6	Name and designation of 'Head of Firm'		
7	Mobile:		
	Phone/s:		
	Email:		
	Fax:		
	Address of Firm:		
	Website address:		
8	Name and designation of 'Contact Person':		
	Phone/s:		
	Mobile:		
	Email:		
	Fax:		

Annex – B: Eligibility Response Checklist

The applicant shall meet the following mandatory requirement in order to be considered for the evaluation purpose, failing to meet the below mentioned mandatory requirement will lead to disqualification and that applicant will not be considered for evaluation purpose:

Sr. No.	Necessary Eligibility Information	Response/Elaboration/Proof	
1	Be a legal entity registered in country of origin and must have a corporate office in Pakistan. Provide Proof of Registration of your organization.		Copies Attached
			Copies Not Attached
2	Active tax payer in FBR and registration in Provincial revenue authority). Provide proof of registration.		Copies Attached
			Copies Not Attached
3	Audited financial statements of the last year issued by an ICAP-licensed Chartered Accountant to be submitted with the EOI.		Copies Attached
			Copies Not Attached
4	Technical team (enclose CVs of required core staff members (Team Lead, Survey Manager & Data manager) who will be made responsible for the assignment). In case of contractual/ project-based hiring, attach affidavit on stamp paper of team member stating that he/she shall work for this assignment.		As per Annexure B-2 along with Detail CVs as defined in 2(b)
			Copies Not Attached
			Affidavit for engagement for the assignment
5	The Consulting Firm itself should have proven experience in research with a minimum of 7 years of practical experience in analytical work in areas related to these Terms of Reference; share concrete evidence of previous experience of having conducted at least three surveys/assessments/projects of same or similar nature, for various donor-funded, not-for-profit institutions/organization, government projects and/or organizations. Familiarity in the Technical and Vocational Education and Training domain will be an added advantage.		Copies of proof stating 7 years of experience attached
			Copies Not Attached
6	Was your firm ever blacklisted by any government authority or any bi-lateral/multi-lateral financial institution? (Attach an undertaking by your firm’s authorised person with this technical proposal)		We solemnly declare that our Firm or any member of consortium has never been suspended/debarred or blacklisted.
			Our Firm has been blacklisted once or more than once.

Annex – B-1: Evaluation Criteria

The firm who have not submitted the information required as in annexure B, shall be excluded and remaining complying firms would be evaluated according to following criteria.

	<u>Marks</u>
(A) Experience of Firm (3 Assignments x 15 marks)	[45]
(B) Qualifications and competence of key professional staff of project team	[45]
(C) Annual Turnover/Financial Position	[10]
Total marks for criteria (A), (B) & (C)	[100]

(A) Experience of Firm [45 marks]

The firm's ability to undertake the assignment will be assessed as to whether it has executed surveys/assessments/projects for various donor-funded, not-for-profit institutions/organizations, government projects and/or organizations. Certificate from previous client must be provided for evaluation.

For this, it is only important to evaluate a maximum of three (3) major assignment conducted by your firm during the last Seven (7) years. Projects like this assignment will be given higher marks.

It is expected that the applicant will share only three of their most suitable assignments as per **Annexure C**. PSDF will only evaluate the first three assignments submitted as per following breakup

- i) General surveys/assessments/projects (**4 marks** for each assignment/project)
- ii) TVET surveys/assessments/projects (Additional **5 marks** for each assignment/project)
- iii) Value of Assignment, more than PKR 5 Million will be given **3 marks** for each assignment, provide proof of the value, less than PKR 5 Million will be awarded **zero marks**.
- iv) Duration of Assignment, more than 3 months will be given **3 marks** for each assignment, less than 3 Months will be awarded **zero marks**.

B) Qualification and competence of key professional staff of core team [45 Marks]

Key professional staff and academic qualification of core team (As per Annex B-2 along with Detail CVs) will be assessed as per requirement defined in **2(b)** and TVET Projects will be given higher marks. in case where team members are engaged through contract then affidavit of proposed member to be attached that he/she shall work on this assignment.

- i) Education & Qualification (15 marks)
 1. Team Lead (7 Marks)
 2. Survey Manager (4 Marks)
 3. Data Manager (4 Marks)
- ii) Experience (15 marks)
 1. Team Lead (7 Marks)
 2. Survey Manager (4 Marks)
 3. Data Manager (4 Marks)
- iii) Projects (15 marks)
 1. Team Lead (3.5 Marks each project of team member (3.5x2))
 2. Survey Manager (2 Marks each project of team member (2x2))
 3. Data Manager (2 Marks each project of team member (2x2))

(C) Annual Turnover PKR 20 Million and above [10 marks]

1. More than PKR 25 Million (10 Marks)
2. PKR 20 to 25 Million (5 Marks)
3. Less than PKR 20 Million (Zero Marks)

Annex – B-2: CV for Proposed Technical Team

(Please also attach the detailed CV with the EOI. The applicant must fill complete all information required in these forms. Handwritten forms are also accepted.)

1. **Proposed Position** [*only one candidate shall be nominated for each position*]: _____

2. **Name of Firm** [*Insert name of firm proposing the staff*]: _____

3. **Name of Staff** [*Insert full name*]: _____

4. **Date of Birth**: _____ **Nationality**: _____

5. **CNIC No** (if Pakistani): _____

6. **Education**:

<i>Degree</i>	<i>Major/Minor</i>	<i>Institution</i>	<i>Date (MM/YYYY)</i>

7. **Membership of Professional Associations**: _____

8. **Other Training** [*Indicate significant training since degrees under 6 - Education were obtained*]:

9. **Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]:

10. **Employment Record** [*Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below.)*]:

<i>Employer</i>	<i>Position</i>	<i>From (MM/YYYY)</i>	<i>To (MM/YYYY)</i>

11. **Detailed Tasks Assigned**

[*List all tasks to be performed under this assignment*]

12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]

1) Name of assignment or project & Location: _____ **Cost of Project** _____

Date of Start _____ Date of Completion _____

Actual Time Spent on the Project: _____ in months.

Client: _____

Main project features: _____

Positions held: _____

Activities performed: _____

TVET related activities performed: _____

2) Name of assignment or project & Location: _____ **Cost of project** _____

Date of Start _____ Date of Completion _____

Actual Time Spent on the Project: _____ in months.

Client: _____

Main project features: _____

Positions held: _____

Activities performed: _____

TVET related activities performed: _____

*Please must attach certificate/evidence to prove working on the project for evaluation.

13. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

[Signature of staff member or authorized representative of the staff] Date: _____
Day/Month/Year

Full name of authorized representative: _____

Annex – C: Experience of the Firm

Experience (Must be three assignments)			
Sr. #	Required Information	Response (Please provide exact information with project title, location/s and duration)	
1	Project Title and duration (The project title means the actual name of the project/assignment)		
2	Client Name		
3	In no more than 100-150 words, elaborate your firm's role in the assignment.	Attach a separate Page	
4	Task or activity duration in months		
5	Location/s (districts/tehsils)		
6	Please specify the magnitude of project	Relevant Indicator	Value of Assignment PKR

* Please submit certificate/evidence that the work was successfully completed by the firm.

Annex – D: Cover Letter for the Submission of Expression of Interest

[Firm letterhead]

[Date]

To

Chief Executive Officer

[Address mentioned in Data Sheet]

Re: Expression of Interest (EOI) in respect of [Insert title of assignment]

Dear Sir,

We offer to express our interest to conduct consultancy Services for [Insert title of assignment] in accordance with your EOI dated [Insert Date of Tender advertised].

We hereby declare that all the information and statements made in this expression are true and accept that any misinterpretation contained therein may lead to our disqualification. Our expression is binding upon us and subject to the modifications resulting from contract negotiations. We undertake that we will initiate the services as per the client's request if our proposal is accepted. We understand that you are not bound to accept any or all proposals you receive.

Thank you.

Yours sincerely,

Signature

Name and title of signatory: