



< Closing the gap: Educating marginalised girls in Sindh and FATA >

INTERNATIONAL CALL FOR TENDER**Hiring of Firm/Institute for Baseline, Midline and End-line Evaluations****T/04DNT/16A/BLM-MME-EME /ISL/04-04-2019/15**

ACTED implementing the project “Closing the gap: Educating marginalised girls in Sindh and FATA” under DFID funding is procuring services for consultancy for Baseline, Midline and End-line Evaluations (Nonfood items) to submit offer:

Sr. #	Description	Unit	Total Quantity	Execution Timeframe
1	Consultancy services Baseline, Midline and End-line Evaluations	Year	3	As stipulated in TOR's

The tender will be conducted using ACTED standard bidding documents, open to all qualified suppliers and service providers. The Bidding Documents in English may be collected by sending a blank email titled **T/04DNT/16A/BLM-MME-EME /ISL/04-04-2019/15** to pakistan.tender@acted.org, CC islamabad.logistics@acted.org, shakir.khan@acted.org and tender@acted.org, there will be a link in return email

Or can be downloaded from the ACTED website at www.acted.org under the section “Tender”.

Potential bidders are encouraged to consult the ACTED website regularly for potential modification to the present tender and/or the bidding documents.

All bids must be submitted before **April 22, 2019 at 04:00 PM (Islamabad time)** at the address mentioned below in a **sealed envelope. House # 59, Orchard Road, Orchard Scheme, Murree Road, Islamabad, Pakistan**. Late Bids will be automatically rejected.

ACTED will not be responsible for any costs or expenses incurred by the Bidders in connection with the preparation and submission of their bids to ACTED.

For all inquiries regarding this tender, please contact the ACTED representative office in Islamabad not later than **April 18, 2019 till 12:00 PM (Islamabad time)** by phone: PH: 051-8313022-24 and by email to shakir.khan@acted.org, CC islamabad.logistics@acted.org.

Note: if you witness or suspect any unlawful, improper or unethical act or business practices (such as soliciting, accepting or attempting to provide or accept any kickback) during the tendering process, please contact the following send an e-mail to transparency@acted.org.

INTERNATIONAL CALL FOR TENDER– **ACTED PAKISTAN** Instruction to Bidders

Date: 04/04/2019

Tender N°: T/04DNT/16A/BLM-MME-EME /ISL/04-04-2019/15

ACTED is requesting through this tender a company to provide detailed written offers for the supply of the following products/services:

PRODUCT SPECIFICATIONS:

- | | |
|------------------------------------|--|
| 1. Description: | Consultancy services for Baseline, Midline and End-line Evaluations |
| 2. Product class / category: | Services |
| 3. Made in (product origin): | National/International |
| 4. INCOTERM (delivery conditions): | DDP Sindh and FATA |
| 5. Quantity / unit: | 03/ yearly assignment (as per attached ToRs ANNEX-A) |

CONTRACTORS RESPONSIBILITIES:

- | | |
|---------------------------|---------------------------------|
| 1. Date of completion: | As per TOR's (ANNEX – A) |
| 2. Validity of the offer: | At least 08 months |
| 3. Terms of Delivery: | North SINDH KP (FATA) |

The answers to this tender should include the following elements:

- A written quotation including all the product specifications, the price per unit, quantity proposed and unit, and total price. To fill part B of this document is compulsory so that the bid can be considered;
- **The tender documents have to be filled in English and prices have to be inclusive of all applied taxes and transportation Cost in PKR.**
- A copy of the ID of a legal representative and the company registration documents (if applicable)
- Tax clearance letter, Past two years' audit reports, Organizational profile, Structure of governing bodies, Areas of expertise.
- Technical offer responding to all requirements listed in **TOR's (ANNEX – A)**.

SPECIFIC CONDITIONS:

1. **Demand Draft / Call Deposit**

Bidders are requested to provide at the time of their bid a Demand Draft / Call Deposit equivalent to 5 % (five percent) of the total bidding value in favor of ACTED and denominated in PKR. If the selected bidder refuses to sign the consultancy services contract, then ACTED reserves the right to forfeit the bid security.

Bids not accompanied by a Demand Draft / Call Deposit will be automatically rejected.

The Demand Draft / Call Deposit of unsuccessful bidders will be returned as promptly as possible, but not later than 30 (thirty) days after the expiration of the bid validity period.

The Demand Draft / Call Deposit of the winning bidder(s) will be maintained for 2 (two) additional months from the contract awarding date and will be released only after the contract(s) signature. The contract will include an execution guarantee at least equal to the bid guarantee.

The withdrawal of any offer before the end of its validity period will result in forfeiture of the Demand Draft / Call Deposit and disqualification of the bid.

2. **Bidders are requested to fill in, sign, stamp and return Part A, Part B (Offer Form) and Part C (according to ACTED format)**
3. In case a public holiday is announced by the Government of Pakistan (Due to security or any other reason) the tender will be opened the next working day at the same time and venue.
4. The value of the Technical and Financial proposals will be evaluated at a **ratio of 60:40**.
5. Firms/companies must ensure provision of their firm/company policies covering up mainly below listed policies. These policies are considered as compulsory and can lead to rejection of the financial proposal/bid by non-submission.
 - Safeguarding policy/Child protection policy/Harassment policy
 - Social and environment policy
 - Anti-fraud and bribery policy

Note: Firms/companies who may need more information can contact focal point's listed **clause in No 8**. **Bidders are requested to share their queries through email for detailed queries, however, for general information it can be provided through phone call or through email.**

6. Firms/companies must submit declaration for any sort of conflict of interest along with their financial proposal and bid documents in order to avoid any bid's rejection or termination of contract if firms selected.
7. Pre-tender information will be organized for interested bidder's/firms/companies for more clarities or information that help them understand the overall scope of work for consultancy services listed in **TOR'S ANNEX-A**.
8. The following persons and number can be contacted for general enquiries:
 - pakistan.tender@acted.org
 - Islamabad.logistics@acted.org
 - shakir.khan@acted.org
 - +92 051-8313022-24
9. The following material should be reviewed prior to completing this tender:
 - For general information concerning the Girls' Education Challenge: <https://www.gov.uk/guidance/girls-education-challenge>
 - For ACTED organization information: <https://www.acted.org/en/countries/pakistan/>
10. Filling all information regarding the quoted items in the Offer Form (e.g. unit prices) is compulsory; any missing information may lead to rejection of your offer(s).
11. Bidders should consult the ACTED website regularly for possible modifications to this call for bids,
12. Quantities are subject to change; in that case ACTED will consider unit price as reference during the offers' selection.
13. The submission of offer(s) to this call for tender may not result in the award of a contract.
14. ACTED will not be responsible for any costs or expenses incurred by the Bidders in connection with the preparation and submission of the bids to ACTED.
15. Documents sent without signature, stamp on every page and 5% Demand Draft will not be accepted as valid offers.
16. Bidders participating from the tax free zones are requested to submit their updated tax exemption certification verified from relevant stake holders.



T/04DNT/16A/BLM-MME-EME /ISL/04-04-2019/15

Form PRO-05 Version 1.4

- 17. Accommodation and transportation in Pakistan will not be provided by ACTED (shall be included in the financial offer).
- 18. ACTED security guidelines will have to be strictly followed up during the whole consultancy in Pakistan.
- 19. **The consultant shall subscribe a professional civil liability insurance valid in Pakistan, as well as a repatriation insurance. Therefore, the copy of both insurances have to be submitted along with their offer (if applicable).**

GENERAL CONDITIONS:

- 1. The **closing date** of this tender is fixed on **April 22, 2019 at 04:00 PM in** ACTED Islamabad office at the following address: **House # 59, Orchard Road, Orchard Scheme, Murree Road, Islamabad, Pakistan.**
- 2. Bidders shall fill, sign, stamp and return the Offer form according to ACTED's format as well as the instructions, Bidder's questionnaire, Bidder's Ethical Declaration and the Bidder's checklist.
- 3. Bidders shall sign and return all pages of the Product Specifications for which they apply.
- 4. The offer to the call for tender will not result in the award of a contract.
- 5. The offer must be submitted to ACTED Logistics department in a **sealed envelope** by mentioning reference # **"T/04DNT/16A-BLM-MME-EME/ISL/04-04-2019/15 not to be opened before April 22, 2019 - 4:00 PM" by hand or by courier.**
- 6. Unsealed envelopes and late offers will not be considered. **Bid's through email submission will not be acceptable.**
- 7. To ensure that funds are used exclusively for humanitarian purposes and in accordance with donors' compliance requirements, all contract offers are subject to the condition that contractors do not appear on anti-terrorism lists, in line with ACTED's anti-terrorism policy. To this end, contractors' data shall be automatically processed.

FOR BIDDER'S USE

I undersigned, the Bidder, agree with the instructions and general conditions of this Call for Tender.

Company Name: _____

Authorized Representative Name: _____

Signature: _____



OFFER FORM Form PRO-06

Date: April, 04, 2019

Tender No. T/04DNT/16A/BLM-MME-EME/ISL/04-04-2019/15

To be Filled by Bidder (COMPULSORY)

Details of Bidding Company:

1. Company Name: (_____)

2. Company Authorized Representative Name: (_____)

2.1 Authorized Representative CNINC # (_____)

3. Company Registration No: (_____)

No/Country/ Ministry

4. Company Specialization: (_____)

5. Mailing Address: (_____)

Country/Governorate./City/St name/Shop-Office No

a. Contact Numbers: (Land Line: _____ / Mobile No: _____)

b. E-mail Address: (_____)

I undersigned _____, agree to provide ACTED, non-profit NGO, with items answering the following specifications, according to the general conditions and responsibilities that I engage myself to follow.

1. **PLEASE FILL IN THE FOLLOWING TABLE:**

(please see the terms of reference attached – ANNEX - A)

Sr. #	Description	Measuring Unit	Total Quantity	Year -1 Total Cost (Inclusive of all applied taxes) (Per Year)	Year -2 Total Cost (Inclusive of all applied taxes) (Per Year)	Year -3 Total Cost (Inclusive of all applied taxes) (Per Year)	Grand Total Price PKR (Inclusive of all applied taxes) (03 Year's)
1	Consultancy services for Baseline Evaluations (as per TOR'S)	Year (Assignment)	03				
2	Consultancy services for Baseline, Midline Evaluations (as per TOR's)	Year (Assignment)	03				
3	Consultancy services for Baseline, Midline and End-line Evaluations (As per TOR's)	Year (Assignment)	03				
Total Cost (Inclusive of all applied taxes)							

Note: A detailed breakdown of the consultancy cost on company letter head should also be provided for each type of consultancy services, covering:

- Data collection.
- Analysis and reporting.
- Budget is inclusive of all costs covering team member's costs, travel, research costs and any other costs associated the completion of the work, in the form of a price schedule that as a minimum should include:
 - Sub-total of fees for the delivery of any task or deliverable.
 - Reasonable adjustment costs.
 - Total costs before and after any taxes that are applicable.



BIDDER'S COMMENTS/REMARKS:

1. _____
2. _____
3. _____
4. _____
5. _____

Delivery Timeframe:

Batch Description	Delivery Destination	Tentative Execution plan submission	ACTED delivery completion deadline
1	SINDH NORTH/ KP (FATA)	03 year's	As per TOR's ANNEX-A

ADDITIONAL QUESTIONS:

Bidder NTN number: _____

Does Bidder appear on Active Tax Payers List? Yes / No



BIDDER'S TERMS AND CONDITIONS:

1. Valid of the offer: _____ (recommended: 08 months or more)
2. Terms of delivery: _____ (DDP recommended)
3. Terms of payment: _____

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

BIDDER'S QUESTIONNAIRE – ACTED PAKISTAN

 Date: 4th April, 2019

Tender No. T/04DNT/16A/BLM-MME-EME /ISL/04-04-2019/15

PART I: INFORMATION
A. Company Details and General Information

Name of Company		Trading As	
Address (headquarters)		Telephone	
Zip Code (headquarters)		Fax	
City (headquarters)		E-mail address 1	
PO Box		E-mail address 2	
Country (headquarters)		Website address	
Parent Company or name of owner		Subsidiaries/ Associates/ Overseas Representative	
Sales Person's Name		Sales Person's Position	
Sales Person's phone		Sales Persons' E-mail	
<i>Governance of the company: Chairman, Vice-Chairman, Treasurer or Secretary of the Board of Directors or Board of Trustees</i>			
Name (as in passport or other government-issued photo ID)		Date of birth (mm/dd/yyyy)	
Government-issued photo Identification Document (ID) number		Type of ID	
ID country of issuance		Rank or title in organization	
Other names used (nicknames or pseudonyms not listed as "Name")		Gender (e.g. male, female)	



Current employer and job title:		Occupation	
Address of residence		Citizenship(s)	
Province/Region		E-mail address	
Is the individual a U.S. citizen or legal permanent resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Professional Licenses – State Issued Certifications	

Management of the company: CEO, Executive Director, Deputy Director, President or Vice-President

Name (as in passport or other government-issued photo ID)		Date of birth (mm/dd/yyyy)	
Government-issued photo Identification Document (ID) number		type of ID	
ID country of issuance		Rank or title in organization	
Other names used (nicknames or pseudonyms not listed as "Name")		Gender (e.g. male, female)	
Current employer and job title:		Occupation	
Address of residence		Citizenship(s)	
Province/Region		E-mail addresses	
Is the individual a U.S. citizen or legal permanent resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Professional Licenses – State Issued Certifications	

Management of the company: Chief Finance Officer or Chief Accountant

Name (as in passport or other government-issued photo ID)		Date of birth (mm/dd/yyyy)	
Government-issued photo Identification Document (ID) number		type of ID	



ID country of issuance		Rank or title in organization	
Other names used (nicknames or pseudonyms not listed as "Name")		Gender (e.g. male, female)	
Current employer and job title:		Occupation	
Address of residence		Citizenship(s)	
Province/Region		E-mail addresses	
Is the individual a U.S. citizen or legal permanent resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Professional Licenses – State Issued Certifications	

Company's staff & insurance

No. Full Time Employees:		Employee average work wage per hour:	
% of Men to Women:		Any employee(s) with relatives working with ACTED?	<input type="checkbox"/> Yes <input type="checkbox"/> No
No. of Children:		Legal minimum wage paid?	<input type="checkbox"/> Yes <input type="checkbox"/> No
In what capacity?		Paid vacations are offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What are their ages?		Are flexible working hours offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of insurance company:		Staff covered by health insurance?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Description of the Company

Type of Business (multiple choices possible):	<input type="checkbox"/> Manufacturing <input type="checkbox"/> Authorized Agent <input type="checkbox"/> Trade <input type="checkbox"/> Consulting Company <input type="checkbox"/> Other (Please Specify)		
Sector of Business (multiple choices possible):	<input type="checkbox"/> Goods/Supplies <input type="checkbox"/> Equipment <input type="checkbox"/> Work <input type="checkbox"/> Services <input type="checkbox"/> Other (Please Specify)		
Year Established:	Country of registration:		
Licence number:	Valid until:		



Working languages:	<input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Russian <input type="checkbox"/> Arabic <input type="checkbox"/> Chinese <input type="checkbox"/> Other (Please Specify)
Technical documents available in:	<input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Russian <input type="checkbox"/> Arabic <input type="checkbox"/> Chinese <input type="checkbox"/> Other (Please Specify)

B. Financial Information

VAT Number:		Tax Number:	
Bank Name:		Bank Account Number:	
Bank Address:		Account Name:	
Swift/BIC number:		Standard Payment Terms:	
Has the company been audited in the last 3 years?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Please attach a copy of the company's most recent Annual or Audited Financial Report		<input type="checkbox"/> Attached	
Annual Value of Total Sales for the last 3 Years:			
Year:	USD:	Year:	USD:
Year:	USD:	Year:	USD:
Annual Value of Export Sales for the last 3 years			
Year:	USD:	Year:	USD:
Year:	USD:	Year:	USD:

C. Experience

Company's recent business with ACTED and/or other International Aid Agencies or United Nations Agencies:							
	Organisation	Contact person	Phone/E-mail	Goods/Works/Services	Value (USD)	Year	Destination
1							
2							
3							



4					
5					

What is your company's main area of expertise?	
What is your company's business coverage area?	<input type="checkbox"/> National <input type="checkbox"/> Restricted to (specify locations):
To which countries has your company exported and/or managed projects in the last 3 years?	
Provide any other information that demonstrates your company's qualifications and experience (eg. awards)	
List any national or international Trade/Professional Organisations of which your company is a member	

D. Technical Capability

Type of Quality Assurance Certificate	
Type of Certification/Qualification Documents	
International Offices/Representation	

List below up to 10 of the core Goods and/or Services your company sells:

1)	6)
2)	7)
3)	8)
4)	9)
5)	10)

List the main assets of your company (trucks & heavy machines, heavy & valuable equipment, premises & warehouses, production sites etc.)

1)	6)
2)	7)
3)	8)
4)	9)
5)	10)

E. Miscellaneous

Does your company have an Environmental Policy? (Yes/No)	
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	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your company have an Ethical Trading Policy? (Yes/No)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your company have an Anti-terrorist Policy? (Yes/No)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your company compliant with the EU General Data Protection Regulation (or equivalent)? (Yes/No)	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes to the above two questions, please attach copies of your policy:	<input type="checkbox"/> Attached
Has your company ever been bankrupt, or is in the process of being wound up, having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning these matters, or is in any analogous situation arising from a similar procedure provided for in national law?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:	
Has your company ever been convicted of an offence concerning its professional conduct by a judgment which as force of res judicata?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:	
Has your company ever been guilty of grave professional misconduct proven by other means?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:	
Has your company ever not fulfilled its obligations relating to the payment of social security contributions, or the payment of taxes in accordance with the law of the country in which it is established, or with those of France, or those of the country where the contract is to be performed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:	
Has your company ever been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:	
Has your company ever been declared to be in serious breach of contract for failure to comply with its contractual obligations, following another procurement procedure or grant award procedure financed by a donor country?	<input type="checkbox"/> Yes <input type="checkbox"/> No



If you answered yes, please provide details:			
Has your company ever been declared to be in serious breach of contract for failure to comply with its contractual obligations, following another procurement procedure or grant award procedure financed by a donor country?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:			
Has your company ever been in any dispute with any Government Agency, the United Nations, or International Aid Organisations (including ACTED)?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:			
Do you agree with terms of payment of 30 days?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Do you accept visit of ACTED staff & external auditors to your office?	<input type="checkbox"/> Yes <input type="checkbox"/> No

PART II: CERTIFICATION

I, the undersigned warrant that the information provided in this form is correct, and in the event of changes, details will be provided to ACTED as soon as possible in writing. I also understand that ACTED does not do business with companies, or any affiliates or subsidiaries, which engage in any practices that are in breach of ACTED's Child Protection, Sexual Exploitation and Abuse Protection, Conflict of Interest, Anti-fraud, Anti-terrorism Policy and Data Protection Policies (available on request).

Name:	<input type="text"/>	Date:	<input type="text"/>
Title/Position	<input type="text"/>	Place:	<input type="text"/>
E-mail address (for contact for verification purposes):	<input type="text"/>	Signature:	<input type="text"/>
Phone number (for contact for verification purposes):	<input type="text"/>	Company Stamp:	<input type="text"/>

Check list of supporting documents		For ACTED use only	
1)	Trading license	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked



2)	VAT registration/tax clearance certificate	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked
3)	Company profile	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked
4)	Proof of trading/dealership/agent	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked
5)	Evidence of similar contracts	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked
6)	References	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked
7)	Particulars of CEO and key personnel	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked
8)	Articles of Association & Certificate of incorporation	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked
9)	Financial statements (latest)	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked
10)	Other (specify):	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked

I undersigned _____, certify that I am the designated legal representative of this Company that the information provided above is correct and I am aware of the fact that I will be held responsible for providing false information.

I declare and certify that the information above is true and accurate to the best of my knowledge. I understand and accept any false or inaccurate information may result in the cancellation of any offer made by the Bidder, even if discovered later.

Name _____

Position: _____

Signature & Stamp: _____

Date: _____

BIDDER'S ETHICAL DECLARATION – ACTED PAKISTAN

Date: **April, 4th, 2019**

Tender No. **T/04DNT/16A/BLM-MME-EME /ISL/04-04-2019/15**

Tenderer's name: _____

Tenderer's address: _____

CODE OF CONDUCT:**1. Labour Standards**

The labour standards in this code are based on the conventions of the International Labour Organization (ILO).

- *Employment is freely chosen*

There is no forced, bonded or involuntary prison labour. Workers are not required to lodge 'deposits' or their identity papers with the employer and are free to leave their employer after reasonable notice.

- *Freedom of association and the right to collective bargaining are respected*

Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively. The employer adopts an open attitude towards the legitimate activities of trade unions. Workers representatives are not discriminated against and have access to carry out their representative functions in the workplace. Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining.

- *Working conditions are safe and hygienic*

A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment. Workers shall receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned workers. Access to clean toilet facilities and potable water and, if appropriate, sanitary facilities for food storage shall be provided. Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers. The company observing the standards shall assign responsibility for health and safety to a senior management representative.

- *Child Labour shall not be used*

There shall be no new recruitment of child labour. Companies shall develop or participate in and contribute to policies and programmes, which provide for the transition of any child found to be performing child labour to enable her/him to attend and remain in quality education until no longer a child. Children and young people under 18 years of age shall not be employed at night or in hazardous conditions. These policies and procedures shall conform to the provisions of the relevant International Labour Organization (ILO) standards.

- *Living wages are paid*



Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmarks. In any event wages should always be high enough to meet basic needs and to provide some

Discretionary income. All workers shall be provided with written and understandable information about their employment conditions in respect to wages before they enter employment, and about the particulars of their wages for the pay period concerned each time that they are paid. Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the express and informed permission of the worker concerned. All disciplinary measures should be recorded.

- *Working hours are not excessive*

Working hours comply with national laws and benchmark industry standards, whichever affords greater protection. In any event, workers shall not on a regular basis be required to work in excess of the local legal working hours. Overtime shall be voluntary, shall not exceed local legal limits, shall not be demanded on a regular basis and shall always be compensated at a premium rate.

- *No discrimination is practiced*

There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

- *Regular employment is provided*

To every extent possible work performed must be on the basis of a recognized employment relationship established through national law and practice. Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, sub-contracting or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.

- *No harsh or inhumane treatment is allowed*

Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.

B. Environmental Standards

Suppliers should as a minimum comply with all statutory and other legal requirements relating to the environmental impacts of their business. Detailed performance standards are a matter for suppliers, but should address at least the following:

- *Waste Management*

Waste is minimized and items recycled whenever this is practicable. Effective controls of waste in respect of ground, air, and water pollution are adopted. In the case of hazardous materials, emergency response plans are in place.

- *Packaging and Paper*

Undue and unnecessary use of materials is avoided, and recycled materials used whenever appropriate.

- *Conservation*

Processes and activities are monitored and modified as necessary to ensure that conservation of scarce resources, including water, flora and fauna and productive land in certain situations.

- *Energy Use*

All production and delivery processes, including the use of heating, ventilation, lighting, IT systems and transportation, are based on the need to maximize efficient energy use and to minimize harmful emissions.

- ***Safety precautions for transport and cargo handling***

All transport and cargo handling processes are based on the need to maximize safety precautions and to minimize potential injuries to ACTED beneficiaries and staff as well as the suppliers' employees or those of its subcontractors.

C. Business Behaviour

The conduct of the supplier should not violate the basic rights of ACTED's beneficiaries.

The supplier should not be engaged

1. in the manufacture of arms
2. in the sale of arms to governments which systematically violate the human rights of their citizens; or where there is internal armed conflict or major tensions; or where the sale of arms may jeopardize regional peace and security.

D. ACTED procurement rules and regulations

Suppliers should comply with ACTED procurement rules and regulations outlines in ACTED Logistics Manual Version 1.2. or above. In particular, ACTED's procurement policy set out in Section 2.1 and 2.4. (contract awarding). By doing so, Suppliers acknowledge that they do not find themselves in any of the situations of exclusion as referred to under section 2.4.2.

Operating Principles

The implementation of the Code of Conduct will be a shared responsibility between ACTED and its suppliers, informed by a number of operating principles, which will be reviewed from time to time.

ACTED will:

1. Assign responsibility for ensuring compliance with the Code of Conduct to a senior manager.
2. Communicate its commitment to the Code of Conduct to employees, supporters and donors, as well as to all suppliers of goods and services.
3. Make appropriate human and financial resources available to meet its stated commitments, including training and guidelines for relevant personnel.
4. Provide guidance and reasonable non-financial support to suppliers who genuinely seek to promote and implement the Code standards in their own business and in the relevant supply chains, within available resources.
5. Adopt appropriate methods and systems for monitoring and verifying the achievement of the standards.
6. Seek to maximize the beneficial effect of the resources available, e.g. by collaborating with other NGOs, and by prioritizing the most likely locations of non-compliance.

ACTED expects suppliers to:

1. Accept responsibility for labour and environmental conditions under which products are made and services provided. This includes all work contracted or sub-contracted and that conducted by home or other out-workers.
2. Assign responsibility for implementing the Code of Conduct to a senior manager.
3. Make a written Statement of Intent regarding the company's policy in relation to the Code of Conduct and how it will be implemented, and communicate this to staff and suppliers as well as to ACTED.



Both parties will

1. require the immediate cessation of serious breaches of the Code and, where these persist, terminate the business relationship.
2. Seek to ensure all employees are aware of their rights and involved in the decisions which affect them.
3. Avoid discriminating against enterprises in developing countries.
4. Recognize official regulation and inspection of workplace standards, and the interests of legitimate trades unions and other representative organizations.
5. seek arbitration in the case of unresolved disputes.

Qualifications to the Policy Statement

The humanitarian imperative is paramount. Where speed of deployment is essential in saving lives, ACTED will purchase necessary goods and services from the most appropriate available source.

ACTED can accept neither uncontrolled cost increases nor drops in quality. It accepts appropriate internal costs but will work with suppliers to achieve required ethical standards as far as possible at no increase in cost or decrease in quality.

I undersigned _____, agree to adopt the above Code of Conduct and to commit to comply with the labour and environmental standards specified, both in my own company and those of my suppliers.

Name & Position of Tenderer's authorized representative _____

Authorized signature _____



BIDDER'S CHECK LIST – ACTED PAKISTAN

Date: April, 4th, 2019

Tender No. T/04DNT/16A/BLM-MME-EME /ISL/04-04-2019/15

BEFORE SENDING YOUR BIDDING DOCUMENTS, PLEASE CHECK THAT EACH OF THE FOLLOWING ITEM IS COMPLETE AND RESPECTS THE FOLLOWING CRITERIA:

Description	To be filled in by Bidder		For ACTED use only (to be filled in by Purchase Committee)		Comments
	Included		Present		
	Yes	No	Yes	No	
1. An original and one copy of the bid have been provided (compulsory)					
2. PART 1(form PRO-05) – Instructions to Bidders is attached, filled, signed and stamped by the supplier. (compulsory)					
3. PART 2(form PRO-06) – Offer Form is attached, filled, signed and stamped by the supplier. (compulsory)					
4. The prices in the Offer Form are in PKR (compulsory)					
5. PART 3(form PRO-06-01)– Bidders Questionnaire Form is attached, filled, signed and stamped by the supplier. (compulsory)					
6. PART 4 – (form PRO-06-02)– Bidder's Ethical Declaration is attached, filled, signed and stamped by the supplier. (compulsory)					
7. The Bidding documents are filled in English.					
8. ANNEXES – Proofs of past performances in a similar field of activity (e.g. past deliveries of similar items) are provided					
9. ANNEXES – A Copy of Company registration documents (if applicable), an ID copy of legal representative and license are included (compulsory)					
10. ANNEXES – Technical proposal is included (compulsory)					
11. ANNEXES – Original Demand Draft is included (compulsory)					
12. ANNEXES - Tax clearance letter; Past two years' audit reports; Organizational profile; Structure of governing bodies; Areas of expertise, are included.					

Name & Position of Bidder's authorized representative _____

Authorized signature _____



ANNEX- A
Terms of References for LNGB Baseline, Midline and End-line Evaluations to be conducted by Consultant Firm

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Baseline, midline and end-line study services for the Leave No Girl Behind (LNGB) project, implemented by ACTED Pakistan.

1- ACTED:

ACTED is a non-governmental organization with headquarters in Paris, founded in 1993. Independent, private and not-for-profit, ACTED respects a strict political and religious impartiality and operates according to principles of non-discrimination and transparency.

ACTED endeavors to respond to humanitarian crises and build resilience; promote inclusive and sustainable growth; co-construct effective governance and support the building of civil society worldwide by investing in people and their potential.

ACTED's mission is to save lives and support people in meeting their needs in hard to reach areas.

ACTED develops and implements programmes that target the most vulnerable amongst populations that have suffered from conflict, natural disaster, or socio-economic hardship.

ACTED's approach looks beyond the immediate emergency towards opportunities for longer term livelihoods reconstruction and sustainable development.

As of 2017, ACTED was present in four continents and our teams intervene in 37 countries towards approx. 14 million people, responding to emergency situations, supporting rehabilitation projects and accompanying the dynamics of development.

2- GEC programme background:

Globally 31 million primary age girls, have never been to school¹. And the majority of these girls come from the poorest and most marginalised communities in the most disadvantaged locations, ethnic groups etc.². Over the last 20 years primary enrolments for girls have improved along with boys but completion rates are equally low for both sexes. At the secondary level the differences between boys and girls participation rates really start to show. Significant disparities exist within countries, with the poorest girls from rural areas most severely subject to educational disadvantage - even at the primary level³.

The global campaign Girls' Education Challenge (GEC) is helping the world's poorest girls improve their lives through education and supporting better ways of getting girls in school and ensuring they receive a quality of education to transform their future.

ACTED (<https://www.acted.org/en/countries/pakistan/>) has been present and registered in Pakistan since 1995, with active presence in Khyber Pakhtunkhwa Province, in the Federally Administered Tribal Areas, Sindh and Punjab provinces. ACTED Pakistan has been responding to emergencies caused by conflicts and natural disasters, notably focusing on food security and livelihood opportunities, while supporting their recovery and investing the development sectors.

ACTED is contributing in global campaign of Girls' Education Challenge (GEC) by implementing DFID's funded project "Leave No Girl Behind (LNGB)" in areas of Sind and FATA.

The document contains three sections:

8. **Section B:** Context of LNGB and Evaluations Objectives;
9. **Section C:** Questions Bidders/ consulting firms Must Respond To.

Section A: Context of LNGB and Evaluations Objectives

¹ United Nations, 2015. *The World's Women 2015: Trends and Statistics*. New York: United Nations, Department of Economic and Social Affairs, Statistics Division. Sales No. E.15.XVII.8.

² Idem

³ Idem

1- LNGB project context:

Pakistan has the world's second highest number of children out of school (OOS)⁴, and within South Asia is ranked the second lowest in gender parity. 55% of females are illiterate and 25 million children are OOS—77% of which have never been to school. Action target areas (Federally Administered Tribal Areas (FATA) – Bajaur, Mohmand Agencies; Sindh – Jacobabad District) have some of the lowest education indicators in the country. FATA's Gross Enrolment Rate (GER) at primary level is 77.4% and Sindh 81% (71% for girls) compared to the national average of 91%⁵. In FATA and Sindh, girls account for just 26% and 36% of total enrolment in government schools respectively (national average is 45% at primary level)⁶. The crisis in FATA has caused physical destruction, increasing fears for females' security and dependence on negative coping mechanisms, lowering school enrolment rates and reinforcing norms that undervalue girls' education and restrict educational access. 70% of Jacobabad's (Sindh) population live in poverty coupled with high rates of malnutrition and regular and severe natural disaster⁷. In FATA and Sindh, girls are marginalised from and within education due to barriers to access and retention at the school, household and community levels. In around 25% of OOS cases, parents don't allow girls to continue schooling after primary level, while in 30% of cases, lack of parents' permission prevents girls from attending school⁸. Other barriers include lack of basic facilities in schools, lack of female only schools, poor education quality, teacher absenteeism and corporal punishment. Additionally, in the last 7 years, the education administration was devolved to provincial governments (with the 18th Constitutional Amendment), while many provinces did not have the institutional capacity to manage this, given Pakistan's education crisis, further jeopardizing service provision. Unequal access to education is impacted by political, economic, social, and cultural factors, constituting a continuum along which groups are excluded or included to varying degrees. Greater equity in education depends on the empowerment of individuals and communities to challenge and change the current inequities in access, which disproportionately negatively impacts girls and women.

Given the large number of out-of-school girls (OOS) in Pakistan, ACTED has planned an integrated education program through non-formal based education system, which aims to address simultaneously the physical, qualitative, socio-cultural, family/community and systemic barriers to children's access. Over a period of 4 years (December 2018 - November 2022), ACTED, in coordination with the consortium partners, will target the Sind (Jacobabad and Kashmore districts) and FATA areas (Mehmund and Bajour agencies), reaching a total of 5,500 beneficiaries, including 4,400 girls who have never been at school and 1,100 girls who gave up. Multiple cohorts of accelerated learning programs (ALPs), literacy and numeracy training, and skills training will be facilitated, complemented by community demand generation activities.

The Leave No Girl Behind (LNGB) project is designed to come-up with integrated approach, to address physical, quality-related and socio-cultural barriers at school, family, community and system level. The project implementation will be focused on below 3 specific outcomes:

- Marginalised girls have significantly improved learning outcomes;
- Marginalised girls have transitioned to education, training, or employment;
- Sustainable improvement in girls' learning, and pathways / opportunities for their transition.

Below table specifies the targeted girls with age groups to be included as direct beneficiaries for throughout project period:

Beneficiary category	Girls	Grade(s) at which drop out occurred (educational level)	Current learning levels (literacy and numeracy ability if any)	Age Group
	Number of total direct beneficiaries targeted			
Never been to school	4,400 (based on average in target regions of 82% OOS children never attended)	None	None	14-19 Years
Dropped out of school	1100 (based on average in target)	Between Grade 1-5	Maximum Grade 2 (most Grade 5 girls)	10-13 Years

⁴ UNICEF, 'Out-of-School Children in the Balochistan, Khyber Pakhtunkhwa, Punjab and Sindh Provinces of Pakistan', 2013

⁵ UNICEF, 'Out-of-School Children in the Balochistan, Khyber Pakhtunkhwa, Punjab and Sindh Provinces of Pakistan', 2013

⁶ UNICEF, 'The State of Children in Pakistan', 2015

⁷ UNDP, 'Multidimensional Poverty in Pakistan' 2016

⁸ UNDP, 'Multidimensional Poverty in Pakistan' 2016



	regions of 18% OOS children dropped out)		are performing at Grade 2 level)	
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LNGB project focuses on girls' education, learning and transitions to mainstream for sustainable gear and strengthened communities for girls' learning. The impacts towards girls' mainstream transition and communities' acceptance and actions are inevitable parts of this project. For said purpose evaluations studies are to be carried out to measure the main impacts of project.

2- Rationale for the studies:

Consulting firm will need to design, plan and conduct mixed-method, age- and gender-sensitive baseline, mid-line and end-line studies that are inclusive of persons with disabilities over the next four (4) years. The evaluators should assess the relevance, efficiency, delivery, effectiveness, sustainability and impact of the project and report the findings and lessons learnt throughout the process. In particular, all studies must also evaluate safeguarding practices, recommend improvements and assist in tracking project processes that streamline safeguarding concerns (specifically do no harm and child safeguarding) into project processes.

The results of the baseline evaluation study will be used to fix thresholds of project's outcomes, define beneficiaries' selection criteria, design criteria for establishment of non-formal education centers, know about socio-economic condition of communities, find-out dynamics about girls' empowerment and opportunities for their sustainable future.

The midline and end line evaluation studies will assess actual progress made towards project objectives, to which level outputs/outcomes have been achieved, to which extent project has contributed to intended and unintended outcomes, strengths and gaps in implementation of project keeping in view the logframe indicators, efficacy of delivered outputs, to which level project's design and implementation attained its objectives and to which level project's deliverables have been met to ensure sustainability.

Evaluations' results will be compared with baseline findings, which help project management team for enhancement of better strategy and efficacy of implementation.

The evaluations' study will enable:

- 2.1. Project management team, project partners and stakeholders to explore how a girl's socio-economic background, attitudes and aspirations, family and community attitudes, and other aspects of her social environment relate to her education outcomes and ability to remain in an education intervention. The evaluations' study will analyse change in parents' and girls' perceptions of 'in school' factors such as the quality of teaching, the quality of school facilities, or school governance. School does not simply refer to formal institutes but also non-formal learning centres such as LNGB learning facilities, community supported centers, established centers through public-private partnerships, NGO supported centers or government established centers.
- 2.2. Project management team, project partners and stakeholders to inform improvements in the delivery of the project during its lifetime.
- 2.3. Project management team to leverage resources from partners and stakeholders in order to scale-up and sustain the activities/benefits delivered by the project.
- 2.4. Project management team to support the on-going development and implementation of the project's sustainability and succession strategies.
- 2.5. Partners, stakeholders and the government to learn lessons for better implementation strategy and enhancing nexus for sustainability of deliverables.
- 2.6. Fund Manager to feed into and identify insights in order to inform programme level questions.
- 2.7. Other donors, academic institutions and education networks to inform the wider policy debate concerning the education of girls and marginalized girls.

3- Studies' objectives:

The main objective of the baseline, mid-line and end-line studies is to provide ACTED and the donor with an assessment of the project, its design, implementation and results. The aim of midline and end line evaluations is to determine the relevance and fulfilment of objectives, efficiency, effectiveness, impact and sustainability of the project, which should answer:

- 3.1. Relevance:
 - 3.1.1. Was the action adequately designed to respond to the needs of the direct beneficiaries?
 - 3.1.2. Was the selection of target areas appropriate for reaching the most vulnerable in need of assistance?



- 3.2. Efficiency:
 - 3.2.1. Was the project managed in a cost-efficient manner (in terms of human, financial and other resources versus the results)?
 - 3.2.2. Were beneficiaries sufficiently involved in the project implementation? Was there any feedback from beneficiaries to project implementers? How did it feed back into project implementation?
- 3.3. Effectiveness:
 - 3.3.1. Were the expected results realized?
 - 3.3.2. What were the major factors influencing the achievement or non-achievement of set objective?
- 3.4. Impact:
 - 3.4.1. What evidence is there that the project contributed to the achievement of its overall objective?
 - 3.4.2. Are the apparent impacts attributable to the project's interventions?
- 3.5. Sustainability:
 - 3.5.1. What evidence is there to suggest the project's interventions and/or results will be sustained after the project end?
 - 3.5.2. Have the relevant authorities taken the financial measures to ensure the continuation of services after the end of the action?
 - 3.5.3. What are the possibilities for replication and extension of the project's outcomes?

The evaluations should provide information that is evidence-based, credible and useful, enabling the incorporation of lessons learned into the future decision-making processes of ACTED and the donor.

The specific objectives are:

For baseline study:

- 3.6. To find out average literacy and numeracy level of beneficiaries by following EGRA, EGMA, ASER OR any other test standards, which better suit for non-formal education assessments. The results of assessment can be hold as denominator for midline and end line of project.
- 3.7. To find out reasons/barriers behind "not getting education by girls" with specifics to local context, culture and practice level and government/private level.
- 3.8. To know about community's local decision system, conflict management, political dynamics, tribes and religions.
- 3.9. To know about the local community's behaviour, attitude, practice and dynamics regarding girls education in their local area and local community's contribution for enhancement of girls' education.
- 3.10. To know about the meaning of "women empowerment" with specific to local context and applicable for local communities, so that mobilization strategy can be stretched towards that definition.
- 3.11. To find out livelihood sources for community, their occupation and women's engagement in earning resources or their skills for utilization of earning money.
- 3.12. To explore the community's socio-economic conditions and rank them according to BISP standard.
- 3.13. To know about impairments level of disabilities by administering "Washington Group Child Functioning module questions (<http://www.washingtongroup-disability.com/implementation/implementation-guide/>)".
- 3.14. To find current practices of communities for disability inclusion in education, learning and livelihood opportunities. Findings will help to integrate relevant activities of project with context of girls education challenge (GEC) under slogan of girls with disabilities have right to participate in all activities as active members of their communities.
- 3.15. To highlight public/private/government's available educational facilities for boys and girls in survey area and their mode of accessibility to that facility in terms of transportation, distance in kilometres and time.
- 3.16. To highlight public/private/government's available health facilities for local community people in survey area and their mode of accessibility to that facility in terms of transportation, distance in kilometres and time.
- 3.17. To highlight security risks in accessibility of public/private/government's available health facilities and education facilities for local community people in survey area.

For midline and end-line studies, in addition to the above-listed research questions:



- 3.18. To find out average literacy and numeracy level of beneficiaries by following EGRA, EGMA, ASER OR any other test standards, better suit for non-formal education assessments.
- 3.19. To assess impact of project on the transition of highly marginalized girls into education/learning/training or work opportunities.
- 3.20. To know factors which facilitate transition of highly marginalized girls with disabilities into education/training/employment and to increase learning.
- 3.21. To emerge results about sustainability of the activities and successfulness of the project in leveraging additional interest, investment, and life skills enhancement of marginalized girls.
- 3.22. To find out ways that, LNGB project has reduced barriers to full participation in education or vocational education for highly marginalized girls and girls with disabilities including changing perception of parents and communities about girls' education importance.
- 3.23. To assess factors, enable marginalized girls access to safe and inclusive learning spaces.

Section B: Questions Bidders Must Respond

1- Questions Bidders Must Respond To:

The consultant will be required to develop a study approach that answers the following overarching questions as a minimum:

For baseline study:

1.1. Knowledge:

- 1.1.1. What are the present skills of targeted age groups girls' in numeracy and literacy?
- 1.1.2. What are the reasons/barriers behind "girls have no accessibility to education" in targeted districts?
- 1.1.3. What is the decision making system at community and household level for girls' education and engaging them in work for earning, marriages, household finance handling?
- 1.1.4. What is the severity level of disabilities in targeted age groups girls according to 6 impairments mentioned in "Washington group child functioning module (<http://www.washingtongroup-disability.com/implementation/implementation-guide/>)?

1.2. Attitude:

- 1.2.1. What is the perception of community and parents about girls' education?
- 1.2.2. At what level and in which type of decisions community and parents involve girls/women?
- 1.2.3. What types of forums are available for community/village's development in survey area, what developments happened through those forums and what is level of gender inclusion in those forums?

1.3. Practices:

- 1.3.1. What actions community people have taken to make accessible education facility to girls?
- 1.3.2. In which type of livelihood resources girls/women are engaged at household level?
- 1.3.3. What actions community people/parents/guardian have taken to mitigate security risks which hinder girls/women accessibility to education institutes, livelihood resources and health facilities?
- 1.3.4. How community people solve their family level and community level confictions i.e. political, marriage confiction, area development, livelihood resources generating and etc.?
- 1.3.5. What is the minimum and maximum level of education of women/girls and men/boys in the survey areas disaggregated with their marital status, age, present work status and disability level?

For midline and end line studies:

1.4. Knowledge:



- 1.4.1. What are the present skills of learners (including learners with disabilities) of different cohorts in numeracy and literacy?
 - 1.4.2. What level of skills learners (including learners with disabilities) of different cohorts got in technical and vocational training?
 - 1.4.3. At what life skills education index (set by LNGB project) learners (including girls with disabilities) reached after project implementation?
 - 1.4.4. What are the reasons/barriers remained for “girls have no accessibility” and “hindrances” to education and livelihood opportunities” after project implementation?
What is the decision making system at community and household level for girls’ education and engaging them in work for earning, marriages, household finance handling? What changes identified in communities’ decision making system for engaging girls and girls with disabilities in earning, marriages, household finance handling after project implementation?
- 1.5. **Attitude:**
- 1.5.1. What changes are observed in the perception of community and learners’ parents about girls’ education after project implementation?
 - 1.5.2. At what level and in which type of decisions community and parents involve learners after project implementation?
 - 1.5.3. In what type of events learners, community people and learners’ parents have participated, which contributed to accessibility of girls education and livelihood opportunities during project implementation period?
- 1.6. **Practices:**
- 1.6.1. At what level learners have been transitioned to education and work opportunities?
 - 1.6.2. What are factors that, teachers’ pedagogical skills including gender – sensitive and play-based teaching practices contributed to girls’ enrolment, attendance and retention?
 - 1.6.3. What steps have been taken to facilitate transition of girls with disability into education and work opportunities through LNGB project?
 - 1.6.4. How successfully are LNGB project’s activities to reduce barriers to full participation in education and vocational education for highly marginalized girls and girls with disabilities?
 - 1.6.5. What GEC sustainability score SMCs got to make education facility and livelihood opportunities accessible and sustainable for learners and learners with disabilities?
 - 1.6.6. In which type of livelihood opportunities learners and learners with disabilities are engaged as result of LNGB trainings?
 - 1.6.7. What safeguarding steps have been taken by SMCs, community people and parents to reduce security risks, which hinder learners and learners with disability access to education, livelihood opportunities and health facilities?
 - 1.6.8. How communities and households’ decision making system affected learners and learners with disabilities to access to educational, health and livelihood opportunities?

2- Research Design and evaluation approach:

- 2.1. **Research Design:** Please describe in detail what research design you intend to follow for each study. Please explain why these research design are best suited for LNGB project and how they link to evaluation objectives and requirements. The relevant document on project details and indicators will be provided to selected firm.
- 2.2. **Sources of information:** The studies are expected to be based on the findings and factual statements identified from review of relevant documents including the project document, reports to the donor, monthly Project Manager reports, in addition to the technical reports produced by the project, the AME surveys (reports and databases). ACTED will provide the external expert with all available project documentation at the beginning of the consultancy. Project specific context shall also be taken into account. The consultant will also undertake field visits and interview the stakeholders including the target beneficiaries, government officials, etc. It is anticipated the consultant will physically travel to **Kashmore and Jacobabad**



districts of Sindh and Mohmand and Bajaur districts of KPK, as collectively agreed with the project partners. However accessibility to Mohmand and Bajaur districts will be reviewed as per government NoC. Participation of stakeholders in the evaluation should be maintained at all times, reflecting opinions, expectations and vision about the contribution of the project towards the achievement of its objectives. The following persons should be visited and interviewed:

- Girls of age between 10-19;
- Parents of girls;
- Community people of survey areas;
- Relevant government departments i.e. formal education department and non-formal education department at district and their head offices level.

- 2.3. **Sampling:** Please describe how you will work with ACTED to finalize the sampling frameworks for both qualitative and quantitative samples. Please also propose a qualitative and quantitative sample to measure outcomes and intermediate outcomes which has sufficient size and representativeness to allow for reasonable:
- 2.2.1. Levels of certainty that the findings are representative for the target population;
 - 2.2.2. Ability to generalise the intervention's effectiveness to similar contexts;
 - 2.2.3. Ability to generalise the insights into what works and why for similar contexts;
- 2.4. **Tracking:** Please describe your approach to track and follow up with tracking the intervention and, if applicable, control groups at subsequent evaluation points. Please also detail how you will mitigate against attrition.
- 2.5. **Measuring outcomes and intermediate outcomes:** Please describe how you will use quantitative and qualitative approaches to measure the outcomes and intermediate outcomes through evaluations for this project. Initially holistic approach is needed at proposal design level but detailed approach will be required from selected firm, however ACTED will provide relevant documents for that.
- 2.6. **Tools development and piloting:** Please describe what quantitative and qualitative tools are required for the studies, and how you will develop, refine and pilot them to ensure they are robust and fit for purpose.
- 2.7. **Data collection (method):** Please state criteria of persons, who will conduct the data collection and how they will collect both qualitative and quantitative data. For example, will a software be used? Do you intend to sequence the data collection process between quantitative and qualitative information?
- 2.8. **Data collection (skills and experience):** Please also describe how your suggested team has the necessary skills and experience to collect robust qualitative and quantitative data for education projects in Sindh and FATA areas.
- 2.9. **Data cleaning:** Please describe your approach for how qualitative and quantitative data will be cleaned to ensure it is robust.
- 2.10. **Gender and disability sensitive:** Please describe what steps you will take to ensure these studies are gender, age and disability sensitive. Later on those steps will be aligned with ACTED's Safeguarding Policy.
- 2.11. **Data analysis:** Please describe your approach to conducting a mixed method data analysis (i.e. data triangulation).
- 2.12. **Reporting your findings and recommendations:** Please describe your approach to reporting your findings and providing recommendations.

3- Ethical protocols:

By undertaking this assessment, consultants are expected to abide to humanitarian principles and to ensure the confidentiality of the data collected. It is also demanded that consultants follow at all times ACTED's Security Plan and Code of Conduct.

The suggested approach must consider the safety of participants and especially children at all stages of the studies. The consultant firm will need to design general guidelines regarding how they will consider the protection of children (specially targeted age group of girls) through the different survey stages, including recruitment and training of research staff, data collection, data storage, data analysis and report writing. Consultant firm is required to set out its approach to ensuring complete compliance with national/international good practice, with regards to research ethics and protocols. Particularly with regards to safeguarding children, vulnerable groups (including people with disabilities) and those in fragile and conflict affected states. Consideration should be given to:

- 3.1. Administrative, technical and physical safeguards to protect the confidentiality of those participating in research.
- 3.2. Physical safeguards for those conducting research.
- 3.3. Data protection and secure maintenance procedures for personal information.
- 3.4. Parental consent concerning data collection from children or collation of data about children.
- 3.5. Age and ability-appropriate assent processes based on reasonable assumptions about comprehension for the ages of children and the disabilities they intend to involve in the research.
- 3.6. Age-appropriate participation of children, including in the development of data collection tools.

4- Risk management plan:

It is important that the consultant firm has taken all reasonable measures to mitigate any potential risk to the delivery of the required outputs for the evaluation studies. Therefore, consultant should submit a comprehensive risk management plan covering:

- 4.1. The assumptions underpinning the successful completion of the proposals submitted and the anticipated challenges that might be faced.
- 4.2. Estimates of the level of risk for each risk identified.
- 4.3. Proposed contingency plans that the consultant will put in place to mitigate against any occurrence of each of the identified risk.
- 4.4. Specific child protection risks and mitigating strategies.
- 4.5. Health and safety issues that may require significant duty of care precautions.

5- Data quality assurance:

Consultant is required to submit a quality assurance plan that sets out the systems and processes for quality assuring the baseline survey process and deliverables from start to finish of the project. This plan should include the proposed approaches to:

- 5.1. Consulting with ACTED's project and M&E teams on survey design.
- 5.2. Take into account context and project specificities.
- 5.3. Piloting of all survey activities.
- 5.4. Training and supervision of enumerators and researchers conducting the mixed methods primary research, including in research ethics.
- 5.5. Logistical and management planning.
- 5.6. Field work protocols and data verification including back-checking and quality control by supervisors.
- 5.7. Data cleaning and editing before any analysis.
- 5.8. Seeking feedback from ACTED's project and M&E teams on survey findings.

6- Eligibilities for applying:

The registered firm should have at least 10 years' experience conducting research surveys on education perspectives in Pakistan. Consultant firm should have in-depth knowledge about Pakistan's local area culture, dynamics and traditions. Consultant firm should have in-depth eye on Pakistan's education system, loopholes and steps taken at government and non-state actors level. The firm should have at least 8 years' experience of designing and conducting research studies with applying international level research ethics. For that purpose, registered firm need to:

- 6.1. submit at least 3 **most relevant** and recent research reports.



- 6.2. clearly identify and provide CVs for all those proposed in the evaluation studies, clearly stating their roles and responsibilities for these surveys. Please note that if the enumeration is to be sub-contracted, the consultant firm will be ultimately responsible for the enumerators they are subcontracting to.
- 6.3. include the technical expertise and practical experience required to deliver the scope of work and evaluations outputs, in particular, with regards to:
 - 6.3.1. **Study design:** the team should include skills and expertise required to design, plan and conduct mixed-method research surveys, potentially using experimental or quasi-experimental techniques.
 - 6.3.2. **Qualitative and quantitative data collection:** Skills in quantitative and qualitative data collection and analysis, drawing findings from multiple sources and handling potential contradictions between data sets.
 - 6.3.3. **Relevant subject matter knowledge and experience:** knowledge and experience required on conducting research with children (specially girls), the formal education, non-formal education, disability and gender to ensure that the evaluations study design and research methods are as relevant and meaningful as possible given the aims and objectives of the project and the context in which it is being delivered.
 - 6.3.4. **Survey management:** manage a potentially large-scale and complex surveys and research process from end-to-end, including conducting and reporting a baseline, midline and final project evaluation reports.
 - 6.3.5. **Primary research:** gender-sensitive design, management and implementation of primary quantitative and qualitative research in potentially challenging project environments, such as fragile and conflict affected states – this could include the design of longitudinal household panel surveys, EGRA/EGMA/ASER/non-formal education assessments. tests, in-depth interviews, focus groups, etc.
 - 6.3.6. **Country experience:** it is particularly important that the team has the appropriate country knowledge/experience and local language proficiency required to conduct the research required, as well as conduct the data analysis/ reporting in English.
 - 6.3.7. **Information management:** design and manage area, age, sex- and disability-disaggregated data and information systems capable of handling large datasets for MEL purposes.
 - 6.3.8. **Statistical analysis:** a range of statistical modelling and analysis of impact data; highly proficient user of: SPSS, MS Excel or STATA; and qualitative data analysis techniques, including the use of software e.g. ATLAS.ti, NVivo or equivalent where needed;
 - 6.3.9. **Safety considerations:** Ensuring the whole study process adhere to best practice for research with children including the implementation of ACTED's safeguarding policy and procedures to ensure safety of participants. Note that all team members of surveys are expected to be able to show that they have understood and signed ACTED's child protection policy and have placed to safeguard children (specially girls) that the research team would come into contact with through the research activities.

7- Deliverables and Schedule (after successful bidding):

- 7.1. **Evaluations study timelines:** Baseline study will be initiated from **3rd week of May – 3rd week of September, 2019** including inception phase and final report submission. Midline and end line evaluations' plans will be discussed after completion of 1 cohort of project.
- 7.2. **Detailed work plan:** consultant firm is required to provide a detailed work plan incorporating all relevant tasks and milestones from start to finish of the evaluations study. Should any adjustment be made to the work plan, it shall be submitted with ACTED with no delay.
- 7.3. **Baseline inception report and baseline study report:** design, conduct and submit a baseline study that describes the initial conditions (before the start of the project) against which progress can be measured or comparisons made to show the effects and impacts of the project in the midline and final project evaluation report (as per above-described requirements).
- 7.4. **Midline and end-line project evaluations reports:** design, conduct and submit midline and end-line evaluations reports that assess the effectiveness, impact and outcome of the project at the midline and end-line points (as per above-described requirements).



- 7.5. **Submission of reports:** All reports shall be single project-wide reports, with region-specific findings clearly identified. The consultant shall use ACTED's Report template (to be provided at the beginning of the evaluation), including the following elements: executive summary, project synopsis, methodology, findings, conclusions and recommendations, annexes. Reports produced under the present contract shall not be shared externally without ACTED's prior written approval.
- 7.5.1. All reports are subject to ACTED's approval before they are considered as final deliverables and corresponding milestones payment can be released. Upon submission of the draft reports by the consultant, ACTED will formulate comments as well as indicate any factual errors, within five working days of reception.
- 7.5.2. Comments will be formulated on the basis of ACTED's Quality Control Checklists that will be provided to the consultant at the beginning of the consultancy.
- 7.5.3. Consultants are informed that ACTED will provide an opinion on the quality of the evaluation report and each of its components (synopsis, methodology, findings, conclusions and recommendations, and annexes), which should be taken into account by the consultant. For each recommendation, ACTED will also state to what extent (Yes, Partially, No) it agrees with the recommendation and accurately reports the opinion of the consulted stakeholders.
- 7.5.4. All comments should be considered by the consultant before reports are considered completed. The consultant shall take note of these comments and decide whether or not to revise the reports and, where appropriate, succinctly explain why comments cannot be taken into account. The consultant shall submit a revised version of the reports to ACTED, within five days of receipt of ACTED comments. The revised version should clearly highlight all changes made.
- 7.6. **Survey data submission:** Soft (MS Excel, SPSS and MS Word) and original hard copies of data to be submitted to ACTED LNGB project's point of contact person (mentioned above) after submission of final version of reports. All data collected as part of this evaluation will remain ACTED's property. By the end of the final evaluation, the consultant shall submit all ACTED-/project-related documentation back to ACTED management.
- 7.7. **Evidence of ethical consideration:** Survey team will submit signed copies of ACTED's child protection policy documents. Survey team will also submit communities' signed consent forms for responses of survey, voice recordings and photographs at different stages of survey.
- 7.8. **Report requirements:** all reports should be submitted to ACTED's representative in Pakistan, in electronic Word/Windows compatible form and should be submitted in English.
- 7.8.1. The consultant firm will be required to provide face-to-face presentations in-country of all deliverables as an integral part of the submission process.
- 7.8.2. The consultant firm will be expected to provide a fully 'cleaned-up' dataset in SPSS, MS Excel or MS Word file format accompanied by the code used to carry out analysis and a variable codebook.

8- Reporting and contracting arrangements:

Bidders need to confirm that they will follow ACTED's contracting requirements outlined below:

- 8.1. The Bidder will be expected to identify a Project Director and Project Manager for communication and reporting purposes. At the Inception meeting the Bidder Project Manager will be expected to submit a full contact list of all those involved in the evaluation.
- 8.2. The Bidder will be expected to attend report to the Evaluation Steering Group and attend all meetings as agreed with the Project Evaluation Manager. The Team will be required to submit to the Project Evaluation Manager bi-weekly progress reports (by email) during the study periods summarizing activities /tasks completed to date (per cent achieved), time spent, etc.

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