HIRING OF POTENTIAL ORGANIZATIONS FOR IMPLEMENTATION OF NON-FORMAL EDUCATION COMPONENT OF IP PROJECT

PROJECT MANAGEMENT UNIT-INTEGRATED PROJECT (PMU-IP) ELIMINATION OF CHILD & BONDED LABOUR PROJECT
(Integrated Project for Promotion of ‘Decent Work for Vulnerable Workers’ in Punjab Province-IP)
10-A, Faisal Town Lahore, Ph. No. 042-99230932-33-34

Labour & Human Resource Department
Government of the Punjab

Signature of Issuing Person

Date of Issuance
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FOREWORD

The Labour & Human Resource Department, Government of Punjab is implementing a Project under Annual Development Programme titled as "ELIMINATION OF CHILD LABOUR & BONDED LABOUR PROJECT (Integrated Project for Promotion of Decent Work for Vulnerable Workers' in Punjab Province)", hereinafter referred to as IP-Project. The Project aims to address the Child Labour & Bonded Labour in 36-Districts of the Punjab Province through social development of vulnerable and marginalized families. The Project will roll-out in three phases. Currently, the Project is rolled-out in 10 districts of Punjab Province pertaining to first phase. To start implementation on NFBE Component in these ten (10) districts, the Project has already hired NGOs in eight (08) districts namely Bahawalnagar, DG Khan, Hafizabad, Khanewal, Okara, Rahim Yar Khan, Sheikhupura and Sialkot. Now, the Project is going to hire Implementing Partners for remaining two (02) districts i.e., Gujranwala and Multan.

Provision of Non Formal Education to the target Children is one of the major Components of the Project. The Project intends to outsource the implementation of this component to Non-Government Organizations (NGOs)/Civil Society Organizations (CSOs)/Private Sector Human Resource Companies/Trade Unions/Workers' Federations/Multi-National Companies.

Following a competitive model, the IP-Project is inviting Expressions of Interest (EOIs) for the Establishment of Non Formal Basic Education Schools in two (02) target districts namely Gujranwala and Multan.

In connivance with this EOI Document, the IP-Project intends to Pre-Qualify / Shortlist the NGOs / CSOs / Private Sector Human Resource Companies / Trade Unions / Workers' Federations / Multi-National Companies for the provision of Non-Formal Education to the child labourers. Only the Pre-Qualified / Shortlisted Organizations under the rules will be issued RFP for the assignment and will then be required to submit technical & financial proposals to be subjected to competitive assessment for their selection as partners for the programme. Implementing Partners from private sector will
be hired under Rule No. 38(2)(a) i.e., Single Stage Two Envelopes Bidding Procedure of Punjab Procurement Rules, 2014.

This document gives general information about the programme and highlights eligibility requirements for intending organizations to become Partner(s) of the Project and to perform the assigned tasks.

The interested organizations fulfilling the eligibility requirements are hereby invited to submit their Expressions of Interest (EOIs).

The EOIs must reach the following address by 7th June 2016 till 1600 hours in duly sealed envelopes which will be opened on the same day at 1700 hours in the presence of the representatives of the applicant organizations. Incomplete or late received EOIs will not be evaluated. Any clarification request must be made in writing which will be entertained by the Project, but not later than 3rd June 2016 till 1600 hours. For the purpose of any clarification, the contact persons are:

(1). DIRECTOR CHILD LABOUR
Project Management Unit-IP
10-A, Faisal Town, Lahore.
Phone No. 042-99230932
Email: mrcan999@hotmail.com

(2). DIRECTOR BONDED LABOUR
Project Management Unit-IP
10-A, Faisal Town, Lahore.
Phone No. 042-99230933
Email: MalikNazir23@yahoo.com
INTRODUCTION OF IP PROJECT

Child Labour & Bonded Labour are outcome of a multitude of socio-economic factors and have roots in poverty, lack of opportunities, explosive rate of population growth, growing unemployment, uneven distribution of wealth and resources, out-dated social customs and a number of other factors. Hence, any single project with limited time frame & scope cannot offer complete package of solution to multi-faceted socio-economic problems. Accordingly, the specific objective of the Project is to "Contribute to Elimination of Child Labour & Bonded Labour in 36 Districts of Punjab through provision of Social Interventions".

The Project is in consonance with the 18th Constitutional Amendment in 2010 where by a number of powers were delegated to the Provinces from Federal Government - thus making the Provincial Governments more powerful and responsible to deal with matters - including Labour and Human Resource Development.

The Project is in line with the National Policy and Plan of Action on Child Labour launched by the Government of Pakistan in 2001. The policy sets out in the Plan includes: progressive elimination of child labour from all sectors of employment; immediate eradication of the worst forms of child labour; formation of a regular monitoring and inspection system to supervise implementation of the National Plan of Action; prevention of entry into the labour market of underage children by offering educational opportunities ensuring at least a primary-level (5th grade) education; and the teaching of vocational skills to target children. The Plan outlines the roles to be played by government agencies, NGOs, trade unions and international agencies in combating child labour.

It is also in line with Government of Pakistan's international commitments under the various conventions and treaties, it has signed, as well as various federal and provincial laws enacted in pursuance of such international commitments to eliminate all forms of child labour and bonded labour.
The focus of this Project is to eliminate all forms of exploitative work practices through social mobilization, providing targeted social services/direct interventions (non-formal education, skills training, health screening, micro-credit etc.) to the target families and strengthening existing legal and regulatory framework. The range of social welfare of the Project would include awareness and social mobilization of target community, offers free non-formal education, functional literacy & community learning, income generating skills training, health screening, socio-economic empowerment of marginalized families of vulnerable workers through provision of micro-credit by bridging linkage with micro-finance providers, facilitation for acquiring CNICs & birth registration, linking with the social protection services, improvement of working conditions under OSH standards to establish model workplaces to demonstrate risk reduction as a tool to promote healthy employment of young and adult persons and these ideas will be promoted for large scale adoption.

Objectives of the Project

The Project is being implemented to attain six (06) main objectives:

(i). Elimination of Worst Forms of Child Labour and contribute in Global Target

- 152,000 Children (Age 05 - 14 years) will complete primary education and break the cycle of poverty.
- 68,000 Adolescents (Age 14 - 18 years) will become literate and skilled through FLCs in various trades & get decent employment.

(ii). Elimination of Bonded Labour particularly from Brick Kilns and rehabilitation of freed bonded labour and economic empowerment of affected families

- 105,000 Children of Brick Kiln workers (Age 05 - 14 years) will complete primary education and break the cycle of poverty.
- 50,000 Adolescents (Age 14 - 18 years) will become literate and skilled through CLCs in various trades & get decent employment.
(iii). Integration, Networking & Coordination among various Provincial Departments, District Offices and with International Organizations to combat Child Labour & Bonded Labour

Following Provincial and District level forums have been created to promote integration of actions to eliminate child labour and bonded labour in the province:

- Project Steering Committee (PSC)
- Project Technical Committee (PTC)
- District Coordination Committees (DCCs)
- District Vigilance Committees (DVCs)

Various studies will be commissioned by the PMU, technically reviewed by the International Organizations and the findings will be shared with the concerned government and private sectors to promote integration.

(iv). Strengthening Legislation on Child Labour and Bonded Labour

- The Project will ensure that the “Punjab Restriction of Employment of Children Act 2015” is promulgated.
- Advocate the revised bonded labour legislations with the tripartite stakeholders and with the legislators for its adoption.
- Strengthening Enforcement Mechanism.

(v). Capacity Building/Training of Project/Government Staff to ensure effective Service Delivery through Monitoring

- The Project will develop Direct Beneficiary Monitoring System (DBMS) that has Management Information System (MIS) for remote entering of beneficiary data. Training of the Project/Government staff (L&HRD, PMU & DIUs) will also be conducted for the purpose. The DIU teams will physically verify the data regarding Non Formal Basic Education Schools/CLCs/FLCs, and reporting to the PMU on quarterly basis.
- The Project staff will also benefit from the available training facilities of the ILO.
(vi). Knowledge base Development, Knowledge Sharing and Promotion of Good Practices with other Provinces

- Organize periodic seminars/awareness creating events for other provinces.
- Provide technical support to other provinces in replicating good practices of Punjab Labour & HR Department.
- Research studies, awareness campaigns, web and database development, special events, stakeholders dialogues to promote the lessons learned and to encourage their large scale adoption for better service delivery.
- The Project will identify success stories and Human interest stories and share these with the media.
Section-II

SCOPE OF WORK

In this section, the scope of work is illustrated to provide information to the intending organizations for their understanding and assessment about the programme to submit their EOIs for the implementation on Non Formal Basic Education Component in two (02) Districts namely Gujranwala and Multan pertaining to First Phase. The Potential Organizations will be hired for the following key interventions that will be focused on the children engaged in Child Labour and Bonded Labour Families:

1. Social Mobilization and Awareness Raising among Target Families;
2. Active Participation & Involvement of Employers' and Workers’ Organizations in awareness raising and sensitization for the preparation of respective codes of conduct at the workplaces;

Child Labour
3. Establishment of approx. 242 Non Formal Basic Education Schools (NFBESs) with the ratio of approx. 121 NFBESs per District (need based);
4. Enrolment of about 8,470 Child Labourers & their siblings (Age 05 to under 14 years) into NFBESs who will complete primary education and/or mainstreamed into formal education;

Bonded Labour
5. Establishment of approx. 166 Non Formal Basic Education Schools (NFBESs) with the ratio of approx. 83 NFBESs per District (need based); and
6. Enrolment of about 5,810 Bonded Child Labourers & their siblings (Age 05 to under 14 years) who will complete primary education and/or mainstreamed into formal education.
Section-III PROGRAMME STRATEGY & APPROACH

BASELINE SURVEY

The Provincial Bureau of Statistics (PBOS) has conducted the Baseline Survey in ten (10) target districts of first phase and the findings will be shared with the intending organizations as & when the final report will be submitted by the BOS.

Physical Identification of the Target Groups

The following activities will be carried out at the inception of the Programme and the Partner Organizations are required to make sure their active collaboration to do the needful, as under:

- Identification of pockets where the child labour & bonded child labour found;
- Workplace based visits to prepare lists of the children engaged in child labour & bonded child labour;
- Making of clusters of child labour & bonded child labour according to the requirements of the Project;
- Identification of right premises for opening of NFBE Schools under consultation with parents of the target children & DIUs-IP;
- Establishing contact with the community in the identified clusters and mobilizing parents, community elders, elected representatives and other stakeholders;
- Introduce communities with project interventions; and
- Establish parent groups, community groups as per need in the districts concerned.

NON FORMAL EDUCATION

The duration of Non Formal Basic Education Schools will be of 40 months period. The following activities should be considered by the partner organizations for the establishment of Non Formal Basic Education Schools:
NFBE Teachers' Selection and Recruitment:
   a) Prepare criteria for the teachers' selection under consultation with PMU-IP;
   b) Identification of suitable teachers preferably residents of the identified clusters to establish NFBEs;
   c) Sign contracts with the teachers recruited for NFBE Schools; and
   d) Conduct teachers' training on multi-grade system, lesson plans, record keeping and child & bonded labour issues.

Establish NFBE Schools:
   a) Prepare MIS of the NFBE Schools with designated teachers and allocate codes to the NFBEs;
   b) First priority is to open NFBE Schools in the local formal schools therefore, to coordinate with the EDO-Education to acquire premises for NFBE Schools in the formal schools;
   c) In case of non-availability of formal schools, identify community places free of cost otherwise rent premises to establish NFBE Schools;
   d) Arrange furniture and other essential equipment to get serviceable the NFBE Schools; and
   e) Place specifically designed sign boards outside each NFBE School.

Make NFBE Schools Functional:
   a) Enrolment of targeted children with the ratio of 35-learners per NFBE, the class size may vary depending upon the field situation;
   b) Provide text books, note books, pencils, sharpeners, erasers, geometry boxes, school bags and other stationary items regularly;
   c) Formation of School Management Committees comprising of parents, teacher and influential of the area for community level monitoring of the NFBE Schools;
   d) Establish centralized M&E Cell at the district headquarter to conduct regular M&E of the NFBE Schools;
   e) Conduct regular assessments and end-term exams of the students and compile results of each student;
f) Conduct assessments of the NFBE Teachers on regular basis and offer refreshers on the commencement of each cycle;
g) Generate monthly reports on the performance of NFBE Schools;
h) Prepare database of NFBE children on formats provided by PMU-IP;
i) Submit regular reports on the progress of NFBE Schools to the PMU-IP through District Managers (IP) to seek comments for improvement, if any;
j) Examine the students through PEC or Special Exam under the district education department; and
k) Mainstream the students to formal schools after passing-out the primary cycle. Mainstreaming of students may also be happened before passing-out the primary cycle i.e., from any level/grade subject to the mobilization and willingness of the parents and students by evolving proper tracking system by the partner organization.
Section-IV  TERMS OF REFERENCE (TORs)

FOR THE SELECTION OF CIVIL SOCIETY ORGANIZATIONS/NON-
GOVERNMENTAL ORGANIZATIONS/PRIVATE SECTOR HUMAN RESOURCE
COMPANIES/TRADE UNIONS/WORKERS’ FEDERATIONS/MULTI-NATIONAL
COMPANIES TO IMPLEMENT THE NON-FORMAL EDUCATION COMPONENT
UNDER THE INTEGRATED PROJECT

Following are the Requirements to Qualify as Implementing Partners for the
IP-Project:

**BASIC PRE-REQUISITES**

The basic pre-requisites for a Potential Organization are that:

(a). It must have strong background and demonstrated experience as an
institution for providing Human Resource Development Projects and/or
Social Services to families/communities vulnerable to Child & Bonded
Labour registered as a Private Sector Human Resource Company/Civil
Society Organization/Non-Governmental Organization/Trade
Union/Workers’ Federation/Multi-National Company.

(b). It must be able to work with all intended beneficiaries, regardless of
their race, religion, political opinion or gender. The implementing
agency/partner must provide assistance on the basis of agreed needs only,
without linking this, either directly or indirectly, to any religious, ethnic or
political consideration or interest.

In order to qualify as Partner of the Project, the interested organization must
submit the following information/undertakings supported with documentary
proof duly signed by an authorized person not below the rank of
PRESIDENT/CHAIRPERSON/CEO/ED.

1. Detail of Business Addresses: Enlist head office, regional offices and district
offices with full particulars having detail of district staff complete in all respects
including telephone/fax numbers, e-mail addresses with website of the
organization;

2. NTN Number and valid certificate of registration with relevant government
regulatory authority;
3. Audited accounts for the last 3 years by a reputable accounting firm registered with ICAP;
4. List of core staff with their CVs;
5. Evidence of organization's financial stability;
6. Proven work experience of working with communities for eradication of child and bonded labour through provision of social services;
7. Preference would be given to organizations which are presently working in Gujranwala and Multan districts (please attach evidence);
8. The aspiring organization should be willing to contribute in the form of cash/kind against the cost demanded for establishment of Non Formal Basic Education Schools. The partner contribution may be allowed both in terms of cash and/or kind. The in-kind contribution, such as, human resources, transportation, infrastructure, time, equipment & machinery, furniture & fixtures etc., can be valued in rupees (please mention the category of contribution along with %age); and
9. Certificate/affidavit that the organization is not involved in fraud/controversial cases or blacklisted by any Government department/International organization/Donor agency and has never been involved in any anti-state activities. In case of any bogus certification/documents, the award of contract will liable to be cancelled at the cost of the concerned organization.

TECHNICAL COMPETENCY REQUIREMENTS

The interested organization must fulfill the following criteria regarding technical competency requirements:

1. Possessed vast experience of project implementation; provide history of projects/programmes with time duration for each project/programme particularly in establishment of Non Formal Basic Education Schools;
2. Enlist similar activities/projects/programmes carried out during the last 10 years indicating total cost of such work along with date of start and date of completion. In case of on-going activities, mention expected date of completion;
3. Brief about initiatives for the welfare of child & bonded labour families with number of beneficiaries;
4. Had successfully demonstrated prior experience of work on provision of non-formal education for the children prone to Child Labour;
5. Good understanding of government systems and processes and well-reputed within the community;
6. Evidence that there has been community participation and agreement before submitting any proposals;

7. Proof of having the demonstrated capability to sustain the programme interventions;

8. Elaborate mechanism of sustainability of project interventions after closing of the project including tracking system of the mainstreamed children; and

9. Has a core team of competent professional staff and believes in equality of opportunities for both the genders.

**FINANCIAL MANAGEMENT COMPETENCY REQUIREMENTS**

The interested organization must fulfill the following criteria regarding financial management competency requirements:

1. Has the authority to operate a specific bank account for the project funds;

2. Has good control over the handling of cash and maintaining of project accounts to establish internal controls for the audit of accounts;

3. Shall be willing to submit the project accounts and other related information to the authorities concerned and/or designated person from the project for the purpose of financial & social audit;

4. Can demonstrate financial reliability by producing financial statements that have been audited by an auditor with a recognized professional accounting designation, and whose audit opinion is free from exceptions or qualifications;

5. Has sound and transparent procurement procedures as per prevailing government rules & laws;

6. Maintain separate ledgers for Project Implementation Unit (PIU) activities;

7. The Organizations engaging in this project must furnish an undertaking for avoiding conflict of interest of their founders/owners/directors and top executives for not taking any financial or other benefit from the sources of this project (Only operational costs and professional staff costs are applicable); and

8. Has proven record of compliance to all government regulations regarding taxation etc.
Section-V  Evaluation Criteria for Pre-Qualification

The interested organization must provide the following information on its official letter pad duly signed & stamped by an authorized person not below the rank of PRESIDENT/CHAIRPERSON/CEO/ED, in addition to the above information.

a. The relevant Experience in Years in Establishing of Non Formal Basic Education Schools; (Provide info on Performa-A)

b. The Title of On-going/Completed Projects/Programmes with special focus on the Provision of Non Formal Basic Education implemented by the organization; (Provide info on Performa-A)

c. The Number of Non Formal Basic Education Schools (NFBEs) established by the organization; (Provide info on Performa-A)

d. The Number of Beneficiaries of the Non Formal Basic Education Schools established by the organization; (Provide info on Performa-A)

e. The Title of On-going/Completed Projects/Programmes on Child Labour; (Provide info on Performa-B)

f. The Title of on-going/completed Projects/Programmes on Bonded Labour; (Provide info on Performa-C)

g. The Organization’s Contribution (%age) of Resources for the Project activities in the form of Funds and/or Kind; (Attach separate sheet indicating cash in Rs. and/or type of kind offered by the organization along with percentage) and

h. Working presence (district office, district staff, development activities at district level) of the organization in the district(s) applying for. (Provide info on Performa-D)

Note: If the information provided by the organization found wrong/fake at any stage; the contract of that organization not only be terminated but also the said organization will be Blacklisted.
OTHER QUALIFYING FACTOR

a) If two or more organizations fulfill the above-mentioned criteria, the preference would be given to the intending organization that has shown the greatest ability and willingness to make contribution of resources in cash and/or in-kind to the project activities. If more than one component (technically & financially) organization are selected, then the work can be divided among them at same equal financial and technical condition.

b) Preference will be given to the organizations to award work for second phase if their performance will be observe board in the first phase.

OUTSOURCING STRATEGY

a) The Integrated Project under the Labour & HR Department, Government of Punjab has established a Project Management Unit (PMU), where the Project Director after selection of requisite organizations through these TORs under PPRA rules, will then allocate the tasks as per the expertise of the selected organizations through a Contract Agreement; keeping in view to ensure good success of the Project. There will be few specialized interventions where the PMU will itself manage/collaborate with the selected organizations for implementation and better results.

b) Consortium of organizations shall be allowed (economy of scale) to apply.

Note: The Labour and HR Department is outsourcing the work to the Potential Organizations only for Gujranwala and Multan districts pertaining to FIRST PHASE of Integrated Project.
### Section-VI

**PRESERVED FORMATS FOR DISSEMINATION OF INFORMATION REGARDING WORK HISTORY OF THE INTENDING ORGANIZATIONS**

**PERFORMA-A**

**Experience in Establishment of Non Formal Basic Education Schools**

<table>
<thead>
<tr>
<th>Title of Projects/Programs under which the schools were established</th>
<th>Number of Schools established</th>
<th>Period of establishment (Mention Starting &amp; Closing Date)</th>
<th>No. of Beneficiaries</th>
<th>Name &amp; Contact No. of Donor Agency</th>
<th>Location with complete address of NFBESs along with Contact No. of teachers/schools</th>
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<td>Title of Projects/Programmes</td>
<td>Period of establishment</td>
<td>Name &amp; Contact No. of Donor Agency</td>
<td>Area of Operation</td>
<td>No. of Child Labour Benefitted</td>
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On-Going/Completed Projects/Programmes on Bonded Labour

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<th>Title of Projects/Programmes</th>
<th>Period of establishment</th>
<th>Name &amp; Contact No. of Donor Agency</th>
<th>Area of Operation</th>
<th>No. of Bonded Labour Benefitted</th>
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<td>Title of similar nature Projects/Programs</td>
<td>Subject/Purpose of Project/Program</td>
<td>Address of DIU &amp; Detail of district based HR</td>
<td>Duration</td>
<td>Name &amp; Contact No. of Donor Agency</td>
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APPLICANT DECLARATION

I, **(Name of Applicant)**, hereby certify that:

- The information provided in this EOI Document is factually correct in all material respects.
- I am duly authorized by the competent authority to submit this EOI Application on behalf of **(Name of Organization)**.

*(Please attach authority letter, in case the applicant is other than the PRESIDENT/CHAIRPERSON/CEO/ED of the Organization)*

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