

Terms of Reference

Services required for the training of 168 Village Secretaries on the integrated digital system for data entry and data collection of 2 years ADPs Schemes (IT Firm)

1. Providing hands-on Training in Peshawar to all 168 VC/NC's Secretaries for 02 Peshawar Tehsils (Peshawar City & Pishtakhara) on Software Developed for Local Government Department (Integrated Development Budget Planning and Monitoring System "IDBPMS" and Digital Tool for Citizen's Engagement "Mobile Application" for Local Governments in Khyber Pakhtunkhwa) of the Local Governance in KP.
2. Design and develop the hands-on training material (IDBPMS and Digital Tool for Citizen's Engagement "Mobile Application") for the 168 VC/NC's Secretaries.
3. The bidder will be responsible to Monitor and verify; that, 02 years Data of all 168 VC/NC's has been saved in the Database of Software (IDBPMS) and get approval / confirmation from the department and provide backend support for Data Entry work in Software to secretaries, time to time during project contract period.
4. The Bidder will also be responsible to verify that 02 Years Data of the VC/NC's should be shown in the (Digital Tool for Citizen Engagement Tool "Mobile Application") and get verified from authorities.
5. The Bidder will be responsible to complete the Data Entry job in 03 Months and submit the approved / verified report from Local Government Department Before (15th June, 2023).
6. The Bidder will be responsible to prepare training materials and make arrangements to start the training and Data Entry Job in 2nd week after awarding the contract.
7. The Bidder representative "Trainer" must be fluent in local language to avoid communications barriers.

Qualification criteria:

1. Year of incorporation: At least 10 years of incorporation, NTN, affidavit of not blacklisted by public organization or defaulter of schedule bank, not involve in any litigation.
2. Bidder should have legal presence in Pakistan IT Business for at least 10 years.
3. Registration with income tax department Registration certificate (should be active)
4. Registration with Khyber Pakhtunkhwa Revenue Authority (KPRA)
5. Annual turnover of at least PKR 5 million

Project Time 3 Months:

1. 1st instalment as Mobilization Advance 20% of Contract Value.
2. 2nd instalment on Submitting 168 VCs/NCs Training Completion. 30% of Contract Value.
3. 3rd instalment on Submitting 02 years Data Entry Records of VCs/NCs. 30% of Contract Value.
4. 4th instalment on Submitting acceptance report from department. 10% of Contract Value.

Application

Please send your CV, cover letter , technical proposal, including the firm's profile, and the financial proposal via courier to **CPDI Address: House 13, Street 788, G.13/4 Islamabad**. Rest, please send both proposals in separate envelopes and email your similar work experience at **hr@cpdi-pakistan.org**.

Deadline for submission of application is: 31 March 2023, 12 PM