

**Khwendo Kor (KK)
TORs for selection of
Pre-Qualified consulting firms and individual consultants**

Introduction and Background

Khwendo Kor is a non-government and not for profit organization working in Pakistan for empowering women and communities through its integrated development programs and is registered under society act 1860.

Purpose

This is a pre-qualified bidding process, KK would like to select potential pre-qualified consulting firm to undertake the following tasks and outcomes in future.

1. Surveys and Researches
2. Teachers trainings
3. Community trainings on various thematic areas and specialty e.g. Livelihood, Civil rights, education, health, wash and nutrition, Gender, leadership, community development etc.
4. Professional staff capacity building on various themes .e.g development programs, finance, proposal and report writing etc.
5. Proposal writing and fund raising.

Scope of work

KK intends to select pre-qualified consulting firms for undertaking the above consultancies in future course of time. The selected pre-qualified consulting firm will undertake the above one or more consultancy on as and when required basis.

Duration

The selection for undertaking any consultancy in KK for the period of Jul 2022 to June 2023 from the pool of selected pre-qualified firm. And separate TORs will be signed with selected pre-qualified firm for undertaking any relevant consultancy in KK.

Terms and conditions for pre-qualified bidding

1. Potential and interested consultancy firms/individuals are invited to submit their technical and financial proposal in one or more themes specified above.
2. The technical proposal may include the mentioned areas applied for, experience of undertaking such consultancies, profile of the firm, CVs of the professional consultant who will work to undertake such consultancies, methodology for undertaking the consultancy, financial proposal etc.
3. The selected pre-qualified consulting firm/individual consultant will closely coordinate with KK management and relevant staff during conduction of specific consultancy and will complete the consultancy within the due time agreed upon.
4. KK will pay the agreed amount to the selected firm/consultant on deliverable basis to be defined in separate contract for undertaking any assignment.
5. The selected firm/consultant will be responsible for deputing enumerators and any other arrangement necessary for undertaking the assignment e.g. NOC, coordination with relevant stake holders and communities etc.
6. All the consultancy modalities including financial will agreed upon award of consultancy contract for undertaking any consultancy mentioned above.

7. KK will pay the consultancy amount through cross cheque inclusive of all taxes.

Required Experience and expertise:

Ideally, consultancy firm/ consultant will have at least 5-10 years of successful experience and handling of the consultancy tasks applied for. The consultant shall have a strong background in, and understanding of social and NGO work and have experience of undertaking such consultancy with national and international organization. KK will prefer to engage registered companies having team of qualified and professional individual with diverse background. Following are the required skills and competence for potential consulting firms/companies and individual consultants.

- Track record of leading and experience of undertaking the relevant assignment.
- The consultancy team is required to have at least master degree related to the consultancy tasks.
- The consultant shall have at least master degree or equal from recognized university.
- The consultant shall have excellent written and oral communication skills in English, Urdu. Ability to understand and speak Pashto will be an added value
- Knowledge and experience on gender and women rights issues and be sensitive to it.
- Knowledge and experience of social and community development especially of Afghan refugees.

Application submission process

Interested company/firms/individuals qualifying the above criteria are welcome to submit their technical and financial proposal along with the profiles of their companies and resumes of consultancy team to Khwendo Kor, Faisal town, opposite police colony Nasir Bagh road Peshawar or send via e-mail to aneela_tajik@hotmail.com **within 10 days of circulating these TORs.**

**Director Operations
Khwendo Kor**