



**REQUEST FOR PROPOSAL (RFP)**  
**“Provision of Services for Third  
Party Assessment of  
Digiskills.pk Program”**

**No.: IGNITE/Digi/2025-26/0022/Proc**

**IGNITE – National Technology Fund**  
Ministry of Information Technology & Telecom  
Government of Pakistan

**3<sup>rd</sup> Floor, Telecom Foundation (TF) Complex**  
7 Mauve Area, G-9/4, Islamabad  
[www.ignite.org.pk](http://www.ignite.org.pk)



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## PART A

### DEFINITIONS, INSTRUCTIONS & INFORMATION FOR BIDDERS



## 1 DEFINITIONS

In this Request for Proposal (RFP), unless the context provides otherwise:

- a) **“Agreement”** means “an agreement concluded between the Company and the Successful Bidder”. (see Annexure D).
- b) **“AOP” (Association of Persons)** means an enterprise jointly formed by two or more legal entities including companies, firms, organizations, agencies or individuals with the specific purpose of submitting a bid.
- c) **“Bidder”** means a firm, partnership, association of persons, consortium/JV, agency or party which will submit proposal in response to this RFP.
- d) **“Bidding Document”** Bidding Documents” means the comprehensive set of documents issued by the Company, acting as the Procuring Agency, to provide prospective bidders with all necessary information required to prepare their bids. This set includes, but is not limited to, definitions to minimize ambiguity, requirements for soliciting proposals, instructions for bidders, Terms of Reference (TOR), evaluation criteria, forms for submitting information, and a draft contract.
- e) **“Board”** means the Board of Directors of the Ignite – National Technology Fund.
- f) **“Company”** refers to **M/s. IGNITE**, a company incorporated under section 42 of the repealed Companies Ordinance, 1984, now governed by the Companies Act, 2017, with Corporate Universal Identification Number (**CUIN**) 0058556, having its registered office at Telecom Foundation Complex Building, 3rd Floor, G-9/4, Islamabad, Pakistan.
- g) **“Consortium”** means a group of two or more legally recognized entities, including companies, firms, enterprise, organizations, or agencies, that come together under a formal agreement to jointly submit a proposal in response to the Request for Proposal (RFP).
- h) **“Date of Issue”** means “the date on which the Provision of Services for Third Party Assessment of DigiSkills.pk Program” is issued by the Company to solicit bids from potential bidders for Third-Party Assessment of Digiskills.pk Program.
- i) **“Day”** means a calendar day unless otherwise specified. In the context of this RFP, all references to "Day" shall include weekends and public holidays, unless explicitly stated otherwise.
- j) **DigiSkills.pk:** National level Digital Skills Training Program funded by Ignite and implemented by Virtual University of Pakistan since 2018.
- k) **“Joint Venture (JV)”** means an enterprise formed by two or more individuals or companies for the purpose of submitting a bid. It is a business undertaking for a single,



defined project in response to the RFP where all members share a common purpose, engage in shared profits and losses, and have an equal voice in controlling the project. All members of the joint venture, including the lead member and all other participants, are jointly and severally liable to the contracting authority.

- l) **“Lead Member/Partner”** means is the lead entity, in case of consortium, joint venture (JV) or partnership who is principally participating in submission of the proposal and should submit a letter of intent for purpose of identification.
- m) **“Partnership”** means a relationship between two or more persons who have agreed to carry on a business in common with a view to profits, and who share the profits of the business carried on by all or any of them acting for all.
- n) **“Proposal”** means the entire set of documents consisting of bidder’s Profile, Technical and Financial Proposals submitted by bidder.
- o) **“Proposed Team”** means the team proposed by the bidder to implement the Assessment Project
- p) **“Regular Staff”** means “permanent/full time staff employed by the successful bidder to perform the services or any part thereof”.
- q) **“Request for Proposal (RFP)”** means set of documents prepared by Ignite, to solicit proposal, which consists of definition, instructions for bidders, ToR, evaluation criteria, forms for providing information and draft contract.
- r) **“Successful Bidder”** means “a bidder who has been awarded the contract pursuant to the Provision of Services for Third Party Assessment of Digiskills.pk Program RFP.
- s) **“Terms of Reference” (ToR)** means that part of Bidding Document which explains the scope of work, activities, tasks to be performed, evaluation criteria, respective responsibilities of the bidder as well as expected results and deliverables of the assignment.
- t) **“Ultimate Beneficial Owners”** natural person who ultimately owns or controls the bidder's company and/or the natural person on whose behalf a transaction is being conducted; or natural person who exercises ultimate effective control over a legal person or legal arrangement.



## 2 MANDATORY ELIGIBILITY CRITERIA

Before the Bidders submit their Proposals, within the stipulated time mentioned in this Bidding Document, bidders are required to make sure that following mandatory requirements of this RFP document are fulfilled. In case of bids being submitted as Consortium/Joint Venture (JV), only Lead Bidder’s documents will be evaluated against Mandatory Eligibility Criteria.

**These requirements must be furnished in the order mentioned in the below checklist at the time of submission of Proposal. Non-submission of any one of the following applicable requirements shall result in disqualification.**

#	Mandatory Eligibility Criteria Checklist	Mark ☑ / ☒
1.	Proof of Certificate of Incorporation or Registration or equivalent	
2.	Proof of NTN Certificate	
3.	Proof of GST Certificate	
4.	Proof of FTN certificate /Tax exemption certificate ( <i>if applicable</i> ).	
5.	In case of proposal being submitted as consortium/Joint Venture (JV), attach consent letter of <b>each</b> partner organization clearly specifying its roles and responsibilities in the Project. Letter should be issued by the Chief Executive Officer / Managing Director on the letterhead of the partner organization. The letter should be duly signed & stamped.	
6.	Original affidavit (not older than one month at the time of proposal submission) on Stamp Paper(s) of worth PKR 100 or more that Bidder is not insolvent, bankrupt and is not blacklisted or debarred by Public Procurement Regulatory Authority (PPRA), Government, Semi-Government, Private, Autonomous body or any other international organization.	



7.	Original affidavit (not older than one month at the time of proposal submission) on Stamp Paper(s) of worth PKR 100 or more that the Bidder is an active tax payer and has submitted its tax return for the preceding fiscal year. <b>Tax payer list serial number (downloadable from FBR’s website) is also to be mentioned.</b>	
8.	<p><b><u>Two separately sealed envelopes:</u></b></p> <p><b><u>Envelope #1 shall clearly bear the name “TECHNICAL PROPOSAL – Provision of Services for Third Party Assessment of Digiskills.pk Program”</u></b></p> <p>Two hard copies of Technical Proposal, one marked as Original and one marked as Copy * must be submitted with one soft copy of the original Technical proposal in USB. Bidders are to make sure that Financial Proposal is <b>not</b> part of the Technical Proposal in any form.</p> <p><i>*Additional hard copy of the technical proposal is not mandatory requirement.</i></p>	
9.	<p><b><u>Envelope #2 shall clearly bear the name “FINANCAL PROPOSAL – Provision of Services for Third Party Assessment of Digiskills.pk Program”</u></b></p> <p>Two hard copies of Financial Proposal, one marked as Original and one marked as Copy must be submitted with one soft copy of the original Financial proposal in USB.</p> <p>Soft copy must be in MS Excel format. (The hard copy and soft copy of Financial Proposal must be sealed in Envelope # 2 and should not be part of Technical Proposal in any form).</p>	
10.	BID Security of <b>PKR 1 Million</b> to be placed in <b><u>Envelope # 1</u></b> along with mandatory documentation.	
11.	CONFLICT OF INTEREST - DISCLOSURE FORM (attached as Annexure-B)	
12.	Bidders should submit their proposal on EPADs <a href="https://eprocure.gov.pk">https://eprocure.gov.pk</a> In case a bid is not submitted on EPADs, it will not be accepted by the Company in hard form.	



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|---|--|
| <b>13.</b> Declaration of Ultimate Beneficial Owners Information for Public Procurement Contracts in accordance with provisions of Forms-42, 43 and 44 of the Securities & Exchange Commission of Pakistan (Annexure – C) |  |
|---|--|

**Note:** Bidders are required to submit duly filled, signed & stamped copy of the above checklist along with the Technical Proposal. All of the supporting documents of the mandatory eligibility criteria shall be attached with checklist in same section of the Technical proposal. Requirement No. 6 & 7 above, are required to be submitted on separate stamp papers.

Integrity Pact will be signed with the successful bidder at the time of award of contract.

### 3 ABOUT IGNITE – NATIONAL TECHNOLOGY FUND

Ignite is dedicated to funding startups and innovative projects that leverage 4th industrial wave technologies to address local challenges and seize global opportunities in sectors such as health, education, energy, agriculture, telecom, and finance. With a national network of incubators across Pakistan, Ignite nurtures startups by connecting them with investors and corporations. Its flagship program, DigiSkills.pk, is aimed at equipping freelancers with the skills needed for the future of work.

Since 2021, Ignite has been organizing the nationwide Digital Pakistan Cybersecurity Hackathon, which aims to raise awareness among the cybersecurity workforce by helping them assess their strengths and weaknesses in knowledge, skills, and abilities. Additionally, the National Grassroots ICT Research Initiative (NGIRI) promotes R&D and innovation at the grassroots level in Pakistan by providing financial support to selected Final Year Projects (FYPs) of undergraduate students enrolled in ICT-related disciplines across public and private sector institutions.

Through studies and stakeholder engagement initiatives, Ignite also aids public and private sector planning. Ignite's outreach activities are designed to inform professionals, media, students, corporations, and policymakers about the challenges and threats posed by the new economy, the importance of innovation, and the need for increased engagement in Ignite's programs. Further information about the Company is available at [www.ignite.org.pk](http://www.ignite.org.pk).



## 4 INSTRUCTIONS FOR BIDDERS

This document contains all of the information pertinent to this solicitation, and governs the preparation and submission of proposals. The technical & financial forms to be filled by Bidder for this assignment are annexed with this RFP document. Proposals must be submitted by the deadline stipulated in this RFP, completed on the formats provided by the Company, with supporting documents, according to the guidelines given in the section titled “Definitions, Instructions & Information for Bidders”. Proposals will be evaluated by bid evaluation committees constituted by the Company. Selection of Bidders will be on Quality and Cost Based Selection methodology as provided in the Bidding Document.

## 5 BIDDING DOCUMENTS

The Bidder is expected to examine all instructions, general conditions, forms, terms and specifications contained in the RFP document and its annexures. Failure to comply with instructions will be at the Bidder’s risk and may affect the evaluation of the Proposal. Proposals that do not comprehensively address the ToRs and other requirements may be rejected. Inability to comply with applicable instructions, general conditions of Agreement, terms and specifications may lead to rejection of Proposal.

Submission of Technical and Financial Proposals against RFP document means in principle acceptance of attached Draft Agreement by the Bidder. During negotiations with Successful Bidder, only minor changes, can be made in the attached agreement. Company reserves the right to accept or reject any proposed changes by the successful bidder. Company reserves the right to make changes to the draft agreement in order to ensure better & smooth implementation of the project.

After issuance of letter of acceptance, the successful Bidder is expected to sign the agreement as soon as possible. If successful Bidder is not responsive and does not sign the agreement within a reasonable time, maximum one (1) month after issuance of the letter of acceptance, the Company reserves the right to terminate and nullify the bid award and bid security will be forfeited.

In the event of non-compliance with the ToRs of the RFP document and obligations contained in the agreement, the Company may terminate the agreement by providing one (1) month written notice to the successful bidder without any further obligation or compensation on the part of the Company.



## 6 PREPARATION OF PROPOSAL

### 6.1 LANGUAGE OF THE PROPOSAL

Proposals prepared by the Bidders and all correspondence and documents relating to the Proposal exchanged between the Bidders and the Company shall be in writing and in English Language, except where otherwise specified.

### 6.2 PROPOSAL CURRENCY

All prices shall be quoted in Pakistani Rupees (PKR) and all payments will be made in Pakistani Rupees (PKR.)

### 6.3 PERIOD OF VALIDITY

Proposals shall remain valid for 180 days from the date of bid submission as provided in the RFP document. In exceptional circumstances, Company may solicit the Bidder's consent to an extension of the period of validity without any material changes in the Bidding Document.

### 6.4 SUPPORTING DOCUMENTS

While preparing the Technical Proposal, the Bidder shall ensure that it provides the Company with documentary evidence. Bid evaluation committees will evaluate proposals solely on the basis of documentary evidence submitted in accordance with evaluation criteria described in this RFP.

### 6.5 COST OF PREPARING PROPOSAL

All costs of preparing Proposal, negotiations with Company, including visits for discussion, are not reimbursable.

## 7 PROPOSAL DOCUMENTS

The Proposal, in binder form, with serial number of each page should comprise the following:

### 7.1 TECHNICAL PROPOSAL

The Technical Proposal is to consist of the following:



- a) Checklist (Mandatory Documents required with the Proposal)
- b) **Form B1:** Technical Proposal Submission Form
- c) **Form B2:** Profile of the Lead Bidder
- d) **Form B3:** Relevant Experience of the Firm / Bidder (B3 -1 to B3 – 3)
- e) **Form B4:** Proposed Approach, Methodology & Work Plan (B4 – 1 to B4 - 3)
- f) **Form B5:** Qualification & Competence of Proposed Project Team

Technical Proposal should detail the capability and experience of delivering the services specified in the ToR. Bidder should submit similar nature assignments for technical evaluation using the prescribed format.

Team proposed by the Bidder for the project (including updated CVs of individuals involved in management and project implementation) in accordance with relevant Forms. CVs should provide details of projects undertaken and completed by the individual.

Technical Proposal should not contain any financial proposal information. Cost and financial estimates need to be provided in a separate sealed envelope clearly indicating Financial Proposal. The Technical Proposal must not contain any pricing information whatsoever on the services being offered. Non-compliance may lead to rejection of the Proposal.

## 7.2 FINANCIAL PROPOSAL

The Financial Proposal is to consist of the following:

- a) Form C1: Financial Proposal Submission Form
- b) Form C2: Summary of Costs

The Financial Proposal should provide detailed costing related to the Services Required for Third Party Assessment of Digiskills.pk Program.

## 8 BID SECURITY

Bid security of PKR 1 million in the form of Call Deposit/Bank Draft (refundable) drawn in favour of IGNITE- National Technology Fund (FTN/NTN: 2939308-6) is to be placed in Envelope # 1 along with the mandatory documentation.



## 9 TAXES

Quoted costs should be inclusive of all applicable (direct & indirect) taxes. Financial Proposal will be scored based upon the bid amount inclusive of all taxes. All prices must be quoted in PKR. Amount allocated for taxes in the financial bid shall not be allocated towards any other expense/budget head during currency of the funding agreement.

## 10 FORMAT AND SIGNING PROPOSAL

The Proposal shall contain no interlineations, erasures, or overwriting, except, as necessary to correct errors made by the Bidder, in which case such corrections shall be initialled by Bidder's authorized person. The Proposals shall be clear and elaborate. Different parts of Proposals shall be separated using color separators, flags or tags.

**Note:** The Technical Proposal must not contain any pricing information whatsoever on the services being offered. Non-compliance may lead to rejection of the Proposal.

## 11 SUBMISSION, RECEIPT & OPENING OF PROPOSAL

Proposals will be accepted and evaluated using Single Stage, Two Envelope Procedure. (Separate sealed envelopes for Technical and Financial Proposals). The process is further defined at Annexure A.

- 11.1.** Proposals will be accepted and evaluated using Single Stage, Two Envelope Procedure. (Separate sealed envelopes for Technical and Financial Proposals). The process is further defined at Annexure A.
- 11.2.** The original Proposal shall contain no interlineations or overwriting. All pages of the Proposals (Technical & Financial) must be numbered. Submission letters for both Technical and Financial Proposals, must be in the attached format on letterhead (Form B1 & C1) in separate envelopes.
- 11.3.** The Bidder's Organization Head or an authorized representative on his/her behalf should initial and stamp all pages of the original Technical and Financial Proposals. In case of authorized representative, an authorization shall be provided which shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign.
- 11.4.** Hard copies of Technical Proposal shall be sent to the address listed in this Bidding Document. All required copies of the Technical Proposal are to be exact replicas



of the original. If there are discrepancies between the original and copies of the Technical Proposal, the original governs.

- 11.5.** Bidder is required to submit one original and one copy of Technical Proposal along with all supporting documents.
- 11.6.** One USB containing an electronic copy (labelled ‘Electronic Copy’) of all Proposal documents in PDF format (excluding the Financial Proposal), must be provided with the Technical Proposal. In the event of any discrepancy between the Original Proposal and the Electronic Copy, the former shall be deemed as the accurate Proposal. If Financial Proposal is copied to the USB containing Technical Proposal, the entire Proposal shall stand rejected.
- 11.7.** The Technical Proposal shall be placed in a sealed envelope clearly marked “TECHNICAL PROPOSAL” followed by the name of the assignment “Provision of Services for Third Party Assessment of Digiskills.pk Program” and the name of Bidder. Similarly, the Financial Proposal shall be placed in a separate sealed envelope clearly marked “FINANCIAL PROPOSAL” followed by the name of the assignment “Services Required for Third Party Assessment of Digiskills.pk Program” and the name of Bidder, with a warning “DO NOT OPEN WITH THE TECHNICAL PROPOSAL”. The envelopes containing Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and title of the assignment mentioned in this document, and the name of the Bidder, and clearly marked “DO NOT OPEN BEFORE SUBMISSION DEADLINE”. Company shall not be responsible for misplacement, losing or premature opening of the outer envelope if not properly sealed and marked as stipulated. Such negligence may result in rejection of the Proposal. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for rejection of the Proposal.
- 11.8.** The Proposal must be sent to the following address and received by the Company not later than the time and the date specified elsewhere in this Bidding Document:

<b>Position:</b>	Head of Procurement
<b>Telephone:</b>	+92-51-910 7441-46 Ext. 135
<b>Mobile:</b>	0306-199 1234
<b>Fax:</b>	92-51-910 7447
<b>Email Address:</b>	<a href="mailto:procurement@ignite.org.pk">procurement@ignite.org.pk</a>



<b>Postal Address:</b>	<b>Ignite, 3<sup>rd</sup> Floor, Telecom Foundation (TF) Complex, 7 Mauve Area, G-9/4, Islamabad</b>
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- 11.9.** Bidders must submit their Proposal to the Company by registered post/ courier or by hand to the official postal address of the Company before or on the submission deadline specified elsewhere in this Bidding Document.
- 11.10.** Any Proposal received by the Company after the deadline for submission shall be returned.
- 11.11.** Company reserves the right to accept or reject any or all of the Proposals submitted at any time in accordance with applicable PPRA rules and the stipulations contained in this document.
- 11.12.** Company shall open Technical Proposal thirty minutes after the submission deadline. The envelopes with the Financial Proposal shall remain sealed and securely stored in the custody of Company and will be opened as per the tentative timeline specified elsewhere in this document.

## 12 KEY ACTIVITIES & TIMELINES

#	ACTIVITY/MILESTONE	TENTATIVE TIMELINES
1	RFP Issuance	January 6, 2026
2	Deadline for receiving queries / questions	January 13, 2026
3	Response to queries/questions related to RFP	January 15, 2026
4	Pre-Bid Conference in Islamabad (Ignite Office at 3 <sup>rd</sup> Floor, TF Complex, G-9/4, Islamabad.)	January 14, 2026 at 1100 hrs
5	Proposal Submission Deadline	January 21, 2026 at 11:00 am



6	Opening of Technical Proposals (in front of Bidders present at Ignite, 3 <sup>rd</sup> floor, TF Complex, 7 Mauve Area G-9/4 Islamabad)	January 21, 2026 at 11:30 am
7	Opening of Financial Proposals (in front of Bidders present at 3 <sup>rd</sup> floor, TF Complex, 7 Mauve Area G-9/4, Islamabad)	TBD
8	Award/Signing of Agreement	TBD

### 13 PROPOSAL EVALUATION

- 13.1. From the time the Proposals are opened to the time the evaluation report is announced, Bidders should not contact the Company on any matter related to its Technical and/or Financial Proposal. Any effort by the Bidder to influence the Company in the examination, evaluation, ranking of Proposals, and recommendation for award of Agreement may result in the rejection of the Bidder's Proposal. However, the Company may contact the Bidder for seeking clarification of any aspect of Technical Proposal or demand any missing information which shall be invariably in writing. The response to such request shall also be in writing.
- 13.2. Evaluators of Technical Proposals shall have no access to Financial Proposals until the technical evaluation is concluded.
- 13.3. Overall evaluation shall be carried out based on weighted average methodology wherein technical evaluation will carry 70% and financial evaluation will carry 30% weightage respectively.

### 14 EVALUATION OF TECHNICAL PROPOSAL

- 14.1. During the technical evaluation no amendments in the Proposals shall be permitted. Each responsive Proposal will be given a technical score. If Proposal fails to achieve the minimum qualifying technical score indicated in the RFP document, it will not qualify for financial evaluation stage. Bidders who obtain at least 210 (70%) out of 300 marks in technical evaluation criteria will qualify and Financial Proposals would be opened only for technically qualified Bidders.



14.2. Financial Proposals of those Bidders obtaining less than 210 marks (70%) out of 300 in Technical Evaluation shall remain un-opened and will be returned to the Bidders. An evaluation committee appointed by the Company will evaluate Technical Proposals on the basis of their compliance with the RFP and by applying the evaluation criteria and the point system, specified below:

<b>Profile of the Lead Bidder (Form B-2)</b>				
<b>1</b>	<b>a. Registered age of the Lead Bidder (Years)</b>		<b>20</b>	
	Registered age of the lead bidder on the date of submission of this proposal:			
	<ul style="list-style-type: none"> <li>i. Experience of less than 5 years will carry no marks.</li> <li>ii. 6 Years = 1 marks</li> <li>iii. 7 Years = 2</li> <li>iv. 8 Years = 3</li> <li>v. 9 Years = 4</li> <li>vi. 10 or more than 10 Years = 5</li> </ul>			5
	<b>b. Financial Position -Annual Turnover of the Lead Bidder (in Million PKR) (on the basis of last 3 years of audited financial accounts)</b>			
	Each 5 Million PKR carries 1 point. Turnover of less than 5 Million PKR carries no points. Maximum Points = 15	15		
<b>2</b>	<b>General and Relevant Experience of the Firm / Bidder (Form B-3)</b>		<b>80</b>	
	<ul style="list-style-type: none"> <li>i. Experience of conducting assessment studies of national level skills development projects funded by Private/Corporate/Development/Gov. Sectors of Pakistan. (10 marks per assignment/project/assessment. Maximum marks 40)</li> </ul>			40
	<ul style="list-style-type: none"> <li>ii. Experience of conducting assessment studies of skills development projects funded by International Partners e.g., World Bank/Asian Development Bank/United Nations etc. (10 marks per assignment. Maximum marks 30)</li> </ul>			30



	<p>iii. Experience of conducting assessment studies of online skills development projects. (5 marks per assignment. Maximum marks 10)</p>	10		
3	<b>Proposed Approach, Methodology &amp; Work Plan (Forms B-4)</b>		100	
	<b>a) Understanding of the Assignment</b>			15
	i. Demonstrated understanding of DigiSkills.pk phases and implementation context.	5		
	ii. Overall approach for completion of the assignment as per ToRs requirements.	10		
	<b>b) Methodology &amp; Analytical Framework</b>			60
	i. Methodology to validate enrolments, participation, and engagement.	10		
	ii. Sampling techniques and design ensuring representativeness across gender, geography, and batches.	10		
	iii. Methodology to assess alignment of training with market demand and entry into freelancing space.	10		
	iv. Methodology for estimation of aggregate earnings and remittances reported by DigiSkills graduates.	15		
	v. Robust approach to estimate “DigiSkills.pk’s contribution to freelancing outcomes within the broader ecosystem of Pakistan”	15		
<b>c) Work Plan, Quality Assurance &amp; Risk Mitigation</b>		25		
i. Realistic and feasible work plan within the proposed timeline, supported by Gantt Chart.	10			
ii. Data validation, peer review and quality control mechanisms	10			
iii. Measures to address non-response, self-selection, and data integrity risks	5			
4	<b>Qualification &amp; Competence of Proposed Project Team (Forms B-5 &amp; B6)</b>		80	
	<b>a. Proposed Project Lead</b>			30



	<ul style="list-style-type: none"> <li>i. Total Years of Education (Maximum 10 marks) <ul style="list-style-type: none"> <li>a) 18 Years &amp; above (10 marks)</li> <li>b) 16 Years to less than 18 Years (5 marks)</li> <li>c) Less than 16 Years (0 mark)</li> </ul> </li> <li>ii. Past Experience of leading the research / assessments studies (Maximum 10 marks) <ul style="list-style-type: none"> <li>a) Greater than or equal to 10 years (10 marks)</li> <li>b) 7- 9 year (8 marks)</li> <li>c) 4 - 6 year (5 marks)</li> <li>d) Less than 4 years (0 marks)</li> </ul> </li> <li>iii. Total Professional Work Experience (Maximum 10 marks) <ul style="list-style-type: none"> <li>a) Greater than or equal to 12 Years (10 marks)</li> <li>b) 8- 11 Years (8 marks)</li> <li>c) 5- 7 Years (5 mark)</li> <li>d) Less than 5 years (0 marks)</li> </ul> </li> </ul>	<p>10</p> <p>10</p> <p>10</p>	
	<b>b. Proposed Freelancing / Digital Economy Expert</b>	<b>25</b>	
	<ul style="list-style-type: none"> <li>i. Academic Qualification (Maximum 10 marks) <ul style="list-style-type: none"> <li>a) 18 Years &amp; above (10 marks)</li> <li>b) 16 Years to less than 18 Years (5 marks)</li> <li>c) Less than 16 Years (0 mark)</li> </ul> </li> <li>ii. Relevant freelancing / digital economy experience (Maximum 15 marks) <ul style="list-style-type: none"> <li>a) Greater than or equal to 10 years (15 marks)</li> <li>b) 7- 10 Years (10 marks)</li> <li>c) 5 - 6 Years (5 marks)</li> <li>d) Less than 5 years (0 marks)</li> </ul> </li> </ul>	<p>10</p> <p>15</p>	
	<b>c. Proposed Data Analytics / Impact Evaluation Expert</b>	<b>25</b>	
	<ul style="list-style-type: none"> <li>i. Academic Qualification (Maximum marks 10) <ul style="list-style-type: none"> <li>a) 18 Years &amp; above (10 marks)</li> <li>b) 16 Years to less than 18 Years (5 marks)</li> <li>c) Less than 16 Years (0 mark)</li> </ul> </li> <li>ii. Relevant experience in data analytics, surveys, earnings estimation, impact evaluation (Maximum marks 15) <ul style="list-style-type: none"> <li>a) Greater than or equal to 10 years (15 marks)</li> </ul> </li> </ul>	<p>10</p> <p>15</p>	



	b) 7- 10 Years (10marks) c) 5 - 6 Years (5 marks) d) Less than 16 Years (0 mark)		
	<b>Technical Presentation</b>		
	i. <b>Clarity of Methodology:</b> Clear articulation and justification of proposed approach	8	<b>20</b>
	ii. <b>Analytical Rigor:</b> Ability to defend earnings estimation and counterfactual logic	8	
	iii. <b>Team Readiness:</b> Availability and coherence of proposed team	4	
	<b>Total Marks</b>		<b>300</b>

## 15 FINANCIAL PROPOSAL

- 15.1 After the evaluation of Technical Proposals, the Company shall communicate to each Bidder their respective technical score. Company shall notify Bidders who have secured minimum qualifying technical score, about the date, time and location for opening of Financial Proposals, within the bid validity period. Bidder’s attendance at the opening of Financial Proposals is optional. The opening date shall be set so as to allow interested Bidders sufficient time to decide for attending the Financial Bid opening.
- 15.2 Bidders whose technical scores do not meet minimum qualifying criteria, will be informed accordingly and their Financial Proposal will be returned unopened to them, after signing of Agreement with Successful Bidder.
- 15.3 At the outset of the Financial Proposal Opening session, and before actual opening of Financial Proposal, technical score of qualified Bidders shall be read aloud.
- 15.4 A Financial Evaluation Committee shall evaluate the Financial Proposal. If any discrepancy arises between the "**total**" amount and the partial amount, the "total" amount shall prevail. If any discrepancy arises between "**word**" representation of amount and numerical representation of amount, then the word representation shall prevail. The prices of all activities and resources listed in the Technical Proposal shall be assumed to be included in the Financial Proposal, whether or not they are individually listed and priced in the Financial Proposal.



15.5 Quality and Cost Based Selection (QCBS) method will be used for evaluation of Proposal. The lowest evaluated Financial Proposal will be given the maximum financial score of 30 points.

## 16 COMBINED SCORE

16.1 Technical Score (St) shall be calculated as follows: (Technical score obtained by the Bidder/Total Technical score) x 70.

16.2 Financial Score (Sf) shall be calculated as follows: (Lowest Bidder's total cost/ Bidder's total cost) x 30.

16.3 Combined Score (Total Score) = St + Sf

16.4 All Bidders will be ranked based upon the combined technical and financial score.

## 17 AVAILABILITY OF PROPOSED TEAM

17.1 The Successful Bidder is bound to propose a relevant team structure to implement the Provision of Services for Third Party Assessment of Digiskills.pk Project in Technical Proposal. The successful bidder must also ensure the availability of proposed team members and in case of non-availability of any proposed team member at the time of submission of proposal during the Agreement term period, the successful bidder will provide valid reason and documentary justification. The Bidder is bound to provide the substitute professional staff with same technical strength with no delay after mutual agreement of both parties i.e., the Bidder and the Company. In such a case, it is at the discretion of the Company to accept or reject the request for change.

17.2 The bidder must ensure that in its proposed team structure and resources (either full time and/or part time) team members/experts having expertise to cater for the key requirements of training and all of its components, If a member of proposed team is available only part-time, then his/her hours per month should be mentioned and compensation calculated accordingly.

17.3 No member of the proposed team should be part of team in any other bid (currently invited or under review for selection purposes) submitted to the Company for another project.



17.4 No member of proposed team shall be a team member of any other project being funded by the Company which is currently under execution.

17.5 Full time team members shall 100% be dedicated to this program and will not be allowed to work on any other assignment till their employment on this program. In case of any such noncompliance, the Company may request the successful bidder to immediately terminate the employment of such team member.

## 18 AWARD OF AGREEMENT

After completing negotiations, the Company shall award Agreement to the selected Bidder (highest ranked). After agreement signing with successful bidder, the Company shall return the unopened Financial Proposals of the unsuccessful Bidders.

## 19 CONFIDENTIALITY

The Company shall keep all information regarding the bid evaluation confidential until the announcement of the evaluation report under PPRA Rule no. 41.

## 20 CONFLICT OF ADDRESS

Without limitation on the generality of the foregoing, Bidder shall be considered to have a conflict of interest and their Proposal shall not be entertained and shall be rejected under any of the circumstances set forth below:

### **a. Conflicting assignments**

- The Bidder (including its Personnel) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment to be executed for the same or for another Client.

### **b. Conflicting Relationships**

- The Bidder (including its Personnel) or any of its affiliates that has a business or family relationship with a member of the Company Board, Management, or staff who is directly or indirectly involved in the preparation of Terms of Reference, selection process of third party evaluation services and/or supervision of the Agreement may not be awarded an Agreement unless conflict stemming from this relationship has



been resolved in a manner acceptable to the Company Board throughout the selection process and the execution of the Agreement.

- The Bidder has an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest, or that may reasonably be perceived as having this effect by notifying the Company in writing. Failure to disclose said situations may lead to disqualification of the Bidder or the termination of its Agreement.
- Current employees of the Company shall not work as and for the successful Bidder till the time they are employee of the Company.

## 21 FRAUD AND CORRUPTION

21.1. The Company requires the Bidder/s participating in provision of Service/s to adhere to the highest ethical standards, both during the selection process and throughout the execution of an agreement. In pursuance of this policy, Company defines, for the purpose of this paragraph, the terms set forth below as follows:

- a. “Corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any employee of the Company in the selection process or in agreement execution;
- b. “Fraudulent practice” means a misrepresentation or omission of facts in order to influence a selection process or the execution of an agreement;
- c. “Collusive practices” means a scheme or arrangement between two or more Bidders with or without the knowledge of the Client, designed to establish prices at artificial, non-competitive levels, etc.;
- d. “Coercive practices” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of an agreement.

21.2. The Company will reject a Proposal for award if it determines that the Bidder recommended for award has directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the agreement to be



executed pursuant to RFP. The Company may also impose penalties on the Bidder, declaring it ineligible, either indefinitely or for a stated period of time, for Company funding, if at any time it determines that the Bidder has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Company funded project.

- 21.3. The Company will have the right to inspect the bidding firm's accounts and records and other documents relating to the submission of Proposals and agreement performance, and have them audited by auditors appointed by the Company.

## 22 CLARIFICATION REQUEST/AMENDMENT

- 22.1. The Bidder can request a clarification in the RFP document up to the date indicated in the RFP document. Any request for clarification must be sent in writing, or by standard electronic means to the Company's e-mail address indicated in the RFP document. The Company will respond in writing or by standard electronic means as mentioned in the table of activities and will place responses on the Company's website under FAQ's for understanding of all potential Bidders.

At any time before the submission of Proposals, the Company may amend the RFP document by issuing an addendum in writing or by standard electronic means. The addendum shall be published in the local newspaper and uploaded at PPRA & Company web site, and revised RFP document will be uploaded on Company's and PPRA web site.



## PART B

### TERMS OF REFERENCES



## 23 PREAMBLE

Ignite – National Technology Fund (hereinafter referred to as “the Company”) invites proposals from qualified firms and consultants (hereinafter referred to as “the Bidder”) to conduct an independent Third-Party Assessment of DigiSkills.pk (the “Program”).

DigiSkills.pk is Pakistan’s largest national digital skills training initiative, launched by Ignite under the vision of the Ministry of Information Technology & Telecom (MoITT) and implemented by the Virtual University of Pakistan. Since its inception in 2018, the Program has enrolled over 4.87 million individuals nationwide and has contributed significantly to Pakistan’s emergence as one of the leading global suppliers of online freelancers.

The Program has evolved through multiple implementation phases:

- **DigiSkills.pk 1.0** (March 2018 – February 2022): Launch of foundational freelancing and digital skills courses (10 courses).
- **DigiSkills.pk 2.0** (January 2022 – October 2024): Expansion of the course portfolio in response to market demand (15 courses).
- **DigiSkills.pk 3.0** (Ongoing): Introduction of advanced and market-aligned courses (25 courses).

Given the scale, maturity, and national importance of DigiSkills.pk, the Company intends to procure professional services to independently validate reported program outputs and outcomes, and to assess the Program’s attributable impact on Pakistan’s freelancing and digital employment ecosystem. This includes, but is not limited to, earnings and employment outcomes, and inclusion, with a particular focus on women and youth.

The assessment is expected to be evidence-based, methodologically rigorous, and independent, and should generate credible findings to inform policy decision-making, program improvement, and stakeholder reporting.

## 24 OVERVIEW OF THE PROJECT

The Successful Bidder will perform an end-to-end third-party assessment covering DigiSkills.pk program since its inception (March 2018 to November 2025), including:

- Validation of reported program outputs/outcomes (enrolments, participation, engagement);



- Assessment of training alignment with market demand and the share of graduates entering freelancing;
- Estimation of aggregate earnings and foreign remittances attributable to DigiSkills graduates, with growth trend analysis and projections;
- Comparative/counterfactual analysis to estimate “where the sector would have been without DigiSkills.pk”;
- Clear policy measures and final actionable recommendations.

The assignment must result in a credible assessment report suitable for policy and program decision-making, stakeholder reporting, and future program improvements.

## 25 OBJECTIVE

The primary objective of this assessment is to evaluate the impact of DigiSkills.pk on Pakistan’s freelancing ecosystem and validate the accuracy, credibility, and effectiveness of the program’s reported enrolments, trainee participation, training quality, and earnings-related outcomes.

## 26 TERMS OF REFERENCE

The Successful Bidder is expected to provide, inter alia, the following services:

- 1) Verify total reported enrolments across all batches in each phase (DigiSkills 1.0, 2.0) since inception.
- 2) Review and validate course-wise, batch-wise, and phase-wise enrolment data for DigiSkills.pk (1.0 and 2.0) based on records provided by the Company and its implementing partner, and assess consistency of reporting across phases, taking into account changes in definitions, reporting frameworks, and program evolution.
- 3) Validate definitions and calculation methods used by the program (e.g., enrolment vs. unique individuals, retention definition).
- 4) Analyse demographics of trainees (gender, region/province/district, age group, education level etc.).
- 5) Identify major freelancing hubs/cities in Pakistan and map these hubs with DigiSkills freelancers.
- 6) Assess participant engagement indicators such as participation, assessment scores etc.



- 7) Identify dropout causes through quantitative analysis (drop-off points etc., and qualitative inquiry (interviews/focus groups etc., with dropouts).
- 8) Differentiate between full-time and part-time DigiSkills.pk freelancers in earnings and market participation analysis.
- 9) Estimate and analyse the distribution of DigiSkills.pk graduates across major freelancing platforms and engagement channels (including international platforms, local platforms, and direct clients), and assess corresponding earnings patterns for each category, based on survey and secondary data. All analysis shall be presented in aggregated and anonymized form for policy and program purposes.
- 10) Analyse trainees engagement and progression patterns across DigiSkills.pk courses and propose evidence-based measures to enhance participant engagement, learning continuity, and course progression..
- 11) Review training alignment with in-demand freelancing skills in global marketplaces, including relevance of course to current market demand.
- 12) Estimate the proportion of trainees who commenced freelancing after completing the program.
- 13) Identify barriers to entry of successful DigiSkills freelancers in local and international platforms and recommend improvements.
- 14) Estimate aggregate foreign remittances/exports and local earnings attributable to DigiSkills.pk graduates using surveys and secondary data.
- 15) Estimate average monthly and annual earnings per trainee and analyze growth trends since program inception (2018).
- 16) Estimate aggregate and average earnings of DigiSkills.pk graduates for the year 2025 using survey-based and secondary data, and provide projections for FY2026 and the subsequent five years, including clearly stated assumptions, scenario analysis, and sensitivity checks.
- 17) Estimate and analyse the distribution of DigiSkills.pk graduates across major freelancing platforms and engagement channels (including international platforms, local platforms, and direct clients), and assess corresponding earnings patterns, including estimated hourly rates, monthly and annual earnings, for each category, based on survey and secondary data. All analysis shall be presented in aggregated and anonymized form for policy and program purposes
- 18) Identify percentage distribution of freelancers operating in local versus international markets based on earnings and project volume.



- 19) Identify percentage distribution of earnings across key international freelance marketplaces.
- 20) Identify percentage distribution of DigiSkills.pk freelancers' earnings course-wise.
- 21) Assess program's impact on:
  - i. New freelancers entering the market.
  - ii. Increase in skill level and earnings trajectory of existing freelancers (pre-DigiSkills). Quantify changes in income levels of existing freelancers before and after DigiSkills.pk training, to estimate earnings uplift attributable to the program.
  - iii. Women empowerment outcomes.
  - iv. Youth empowerment outcomes.
  - v. Financial inclusion outcomes (e.g., access to digital payments/banking channels for freelancers where measurable).
- 22) Assess DigiSkills.pk outcomes in the context of Pakistan's overall freelancing and digital economy using nationally recognized benchmarks.
- 23) Perform a comparative analysis of DigiSkills.pk in terms of DigiSkills.pk's contribution to freelancing outcomes within the broader ecosystem of Pakistan.
- 24) Identify and analyze the key structural, regulatory, operational, and market-related challenges faced by DigiSkills.pk trainees and graduates in entering, sustaining, and scaling their participation in the freelancing and digital economy. This shall include, inter alia, issues related to platform access, payment and remittance channels, taxation, compliance requirements, client acquisition, skill-market mismatch, and barriers faced by women and youth. Based on empirical evidence, actionable policy and regulatory **recommendations** shall be proposed in a dedicated policy and reform roadmap in the final report.

## 27 STAKEHOLDER ENGAGEMENT & PRIMARY RESEARCH REQUIREMENTS

The study shall include structured engagement with relevant stakeholders (as applicable), including but not limited to:

- Ignite/MoITT stakeholders;
- Implementing partner (Virtual University of Pakistan) and program operations teams;
- DigiSkills trainees/graduates (including women and rural/underserved cohorts)
- Freelancing ecosystem bodies/associations, platform/community representatives



- Relevant private-sector stake holders
- Relevant public-sector entities where data is required for triangulation

The bidder shall design primary data collection tools (questionnaires, interview guides, Focus Group Discussion (FGD guides), pilot them where feasible, and execute fieldwork ethically and professionally.

## 28 DESIRED OUTCOMES

The Successful Bidder is expected to design, develop and conduct a comprehensive, evidence-based and scientifically grounded third-party assessment of DigiSkills.pk that enables the Company and relevant stakeholders to make policy and operational decisions.

## 29 PROJECT TEAM

The Successful Bidder shall propose a competent and multidisciplinary project team responsible for execution of the Third Party Assessment within the stipulated timeline. The Project Lead shall be accountable for overall project management, methodological rigor, quality assurance, and timely submission of all deliverables to the Company. The proposed team must include suitably qualified experts in impact evaluation, data analytics, freelancing/digital economy, gender and inclusion, and economic/financial analysis, as required under the Terms of Reference. All key personnel proposed shall be actively involved throughout the assignment and shall not be replaced without prior written approval of the Company. The Bidder shall ensure adequate staffing and backstopping arrangements to meet quality and timeline commitments.

## 30 GENERAL INSTRUCTIONS

- 1) **Collaboration and Ownership:** All survey tools and research instruments, including questionnaires, interview templates, FGD guides, codebooks, and references, will be developed in consultation with the Company. All deliverables shall remain the intellectual property of the Company.
- 2) **Professional Standards & Conflict of Interest:** The successful bidder must provide professional, objective, and impartial advice, prioritize the Company's interests, and avoid any conflict of interest.



- 3) Data Protection & Confidentiality: The bidder must ensure confidentiality and protect personal data of trainees and stakeholders. Any data shared by the Company shall be used solely for this assignment.
- 4) Quality Assurance: The bidder shall implement robust QA/QC measures including enumerator training (if applicable), validation checks, data cleaning protocols, and transparent documentation of methods.

### 31 REPORTING & COORDINATION

- 1) The bidder shall report to Ignite through a designated focal person.
- 2) Progress review meetings will be held at mutually agreed intervals.
- 3) Key decisions (methodology, sampling, tools) will be finalized in consultation with the Company.

### 32 PROVISION OF PROGRAM DATA AND FACILITATION BY THE COMPANY

The Company shall facilitate the Successful Bidder by providing access to relevant program data, records, and documentation maintained by Ignite and its implementing partners since the inception of the DigiSkills.pk program in 2018. Such data may include, inter alia, enrolment records, course-wise participation details, trainee demographics, and other program-related information required for execution of the assignment. The data shall be provided solely for analysis and assessment purposes under this RFP and subject to applicable confidentiality and data protection requirements. The Company shall also extend reasonable facilitation in coordinating with relevant stakeholders and implementing partners to enable effective and timely completion of the assignment.

### 33 INTELLECTUAL PROPERTY RIGHTS

All Intellectual Property Rights (IPR), including but not limited to reports, datasets, analytical outputs, survey instruments, questionnaires, codebooks, presentations, and any other material developed under this assignment, shall vest exclusively with the Company. The Successful Bidder shall not use, reproduce, publish, or disclose any project-related outputs or data for any purpose other than this assignment without prior written consent of the Company. The Bidder may retain copies of working papers solely for record-keeping purposes, subject to confidentiality obligations. No rights shall be claimed by the Bidder over any proprietary data shared by the Company for execution of the assignment.



## 34 RESPONSIBILITY FRAMEWORK

The Company shall be responsible for providing access to relevant program data, facilitating coordination with key stakeholders, and making payments to the Successful Bidder in accordance with the agreed milestone-based disbursement schedule. The Successful Bidder shall be fully responsible for planning, execution, staffing, data collection, analysis, reporting, and timely delivery of all outputs in compliance with the Terms of Reference. All costs associated with fieldwork, surveys, stakeholder consultations, analysis, and reporting shall be managed by the Bidder within the approved contract value. The Successful Bidder shall ensure availability of adequate financial and technical resources throughout the assignment period.

## 35 GOVERNANCE OF THE PROGRAM

Overall governance and oversight of the assignment shall rest with the Company in line with its institutional mandate. The Company shall monitor progress through designated focal persons, periodic review meetings, and review of submitted deliverables. The Company reserves the right to provide guidance, seek clarifications, and require reasonable revisions to ensure alignment with objectives and quality standards. Where deemed necessary, the Company may engage third-party experts or reviewers to independently review deliverables, and the Successful Bidder shall cooperate fully with such review processes. All key methodological and implementation decisions shall be undertaken in consultation with the Company.

## 36 TIMELINE

- 1) Total duration of the assignment shall be up to **45 calendar days** from commencement.
- 2) The bidder must propose a detailed implementation plan consistent with this duration, including milestones for data access, fieldwork, analysis, and review cycles.

## 37 DELIVERABLES

The Successful Bidder is required to deliver following deliverables at minimum in accordance with Terms of References of this RFP:



### 37.1 DELIVERABLE 1: INCEPTION REPORT (WITHIN 10 DAYS)

- 1) Detailed methodology and research design
- 2) Sampling framework (incl. sample size rationale)
- 3) Work plan (45-day schedule)
- 4) Roles and responsibilities of team members
- 5) Draft report outline / table of contents
- 6) Draft data collection instruments

### 37.2 DELIVERABLE 2: FIRST PROGRESS REPORT (30 DAYS)

- 1) Initial results of enrolment verification
- 2) Early findings on training engagement/quality indicators

### 37.3 DELIVERABLE 3: SECOND PROGRESS REPORT (60 DAYS)

- 1) Progress Report – Primary Data Collection Status & Interim Analysis

### 37.4 DELIVERABLE 4: DRAFT FINAL REPORT (75 DAYS)

- 1) Full analysis against all ToR items
- 2) Findings, conclusions, actionable policy and regulatory recommendations

### 37.5 DELIVERABLE 5: FINAL REPORT (45 DAYS)

- 1) Final report incorporating Ignite/MoITT feedback
- 2) Final actionable policy and regulatory recommendations

The above deliverables shall be submitted along with comprehensive supporting documentation e.g., complete datasets, survey instruments, interview/FGD guides and analytical tables etc. The Company may request additional documentation to substantiate these deliverables.

## 38 TENTATIVE MILESTONE & DISBURSEMENT SCHEDULE (45 DAYS)

The tentative milestone and disbursement schedule (to be finalized later at the time of signing of Agreement) is as follows:

No.	Project Milestone / Deliverable	% Payable on Acceptance of	Deliverable Submission Date from
-----	---------------------------------	----------------------------	----------------------------------



		Deliverable by the Company	Project Commencement
1	Deliverable 1: Inception Report (methodology, sampling framework, work plan, tools outline)	10%	Day 5
2	Deliverable 2: First Progress Report – Enrolment Verification & Early Findings	15%	Day 10
3	Deliverable 3: Second Progress Report – Primary Data Collection Status & Interim Analysis	20%	Day 20
4	Deliverable 4: Draft Final Report (full analysis + draft recommendations)	25%	Day 30
5	Deliverable 5: Final Report (incorporating feedback) + draft recommendations + datasets/tools + presentation	30%	Day 45

**Notes:**

- 1) Payments shall be made upon review and written acceptance of each deliverable by the Company.
- 2) The Company may request reasonable revisions/clarifications prior to acceptance.
- 3) Any taxes/duties shall be treated as per RFP/Agreement provisions.



**PART C**  
**FORMS TO BE SUBMITTED WITH PROPOSAL**



## 39 TECHNICAL PROPOSAL – STANDARD FORMS

Bidders are required to submit technical proposals by using following standard form templates. Bidders can attach more details where required within these forms.

**Form B1:** Technical Proposal Submission Form

**Form B2:** Profile of the Lead Bidder

**Form B3:** Relevant Experience of the Firm / Bidder (B3 -1 to B3 – 3)

**Form B4:** Proposed Approach, Methodology & Work Plan (B4 – 1 to B4 - 3)

**Form B5:** Qualification & Competence of Proposed Project Team



**FORM B1: Technical Proposal Submission Form (To be submitted on Bidder's Letter Head)**

[Location, Date]

To:

Head of Procurement

Ignite – National Technology Fund

3rd Floor, TF Complex, 7 Mauve Area, G-9/4

Islamabad, Pakistan

Tel: +92-51- 910 7441 - 46

Cell:+92-306-199-1234

Fax: +92-51- 910 7447, Email: [procurement@ignite.org.pk](mailto:procurement@ignite.org.pk)

Sir,

We, the undersigned, offer to provide the services for Provision of Services for Third Party Assessment of Digiskills.pk Program in accordance with your Request for Proposal dated ----- 2026. We are hereby submitting our Proposal, which includes this Technical Proposal and Financial Proposal sealed under a separate envelope.

Our Technical Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, which is 180 calendar days from the date of bid submission. We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

**Authorized Signature:**

**Name and Title of Signatory:**

**Name of Firm:**

**Address:**



### Form B2: Profile of the Lead Bidder

S #	Criteria	
1	<b>Profile of the Lead bidder:</b>  i. Registered age of the Company ii. Names of Owners/founders/ CEO/ Directors/ Managers/ Partners	
2	i. Location of agency office/sub office ii. Number of branches iii. Number of relevant employees including their Names & Designations, Contact Numbers & Branch contact numbers	
3	<b>Financial Position</b>  i. Name of Banks ii. Certificate of Financial position ( <b>to be Issued by relevant Bank</b> ) iii. Year wise working capital of last 3 years iv. Copy of audited Annual Accounts (of last 3 years) v. Tax Registration (NTN/STN/FTN)	



**Form B3 Relevant Experience of the Firm / Bidder**

**B3 – 1:** National level skills development projects funded by Private/Corporate/Development/Government Sectors of Pakistan

S. No.	Project/Assignment Name	Organization Name for which the policy prepared	Organization’s Contact Person Name, Email & Contact No.	*Downloadable Link (If link is not available, submit the copy of the final report here)
1				
2				
3				
4.				
5.				

**\* Note:**

Following document must be submitted by the bidder:

1. Completion Certificate / Work order / Contract  
And
2. Please provide active downloadable link. If the link is not available, submit up to first 5 pages of copy the report with this form.  
Or
3. In case of sensitive information, kindly submit on affidavit of RS. 100 that your organization has developed this policy.



**B3 - 2 Experience of conducting assessment of skills development projects funded by International Partners e.g., World Bank/Asian Development Bank/United Nations etc.**

S. No.	Assignment Name	Organization Name for which the policy prepared	Organization's Contact Person Name, Email & Contact No.	*Downloadable Link (If link is not available, submit the copy of the policy here)
1				
2				
3				
4.				
5.				

**Note:**

Following document must be submitted by the bidder:

1. Completion Certificate / Work order / Contract  
And
2. Please provide active downloadable link. If the link is not available, submit up to first 5 pages of copy of the policy with this form.  
Or
3. In case of sensitive information, kindly submit on affidavit of RS. 100 that your organization has developed this policy.



**B3 - 3 Experience of conducting assessment studies of online skills development projects.**

<b>S. No.</b>	<b>Assignment Name</b>	<b>Organization Name for which the policy prepared</b>	<b>Organization's Contact Person Name, Email &amp; Contact No.</b>	<b>*Downloadable Link (If link is not available, submit the copy of the policy here)</b>
1				
2				
3				
4.				
5.				

**Note:**

Following document must be submitted by the bidder:

1. Completion Certificate / Work order / Contract  
And
2. Please provide active downloadable link. If the link is not available, submit up to first 5 pages of copy of the policy with this form.  
Or
3. In case of sensitive information, kindly submit on affidavit of RS. 100 that your organization has developed this policy.



## **Form B4: Proposed Approach, Methodology & Work Plan**

### **B4 - 1 Understanding of the Assignment**

- i. Demonstrated understanding of DigiSkills.pk phases, scale, LMS data, and implementation context.
- ii. Overall approach for completion of the assignment as per ToRs requirements.

### **Form B4 - 2 Methodology & Analytical Framework**

- i. Methodology to validate enrolments, participation, and engagement.
- ii. Sampling techniques and design ensuring representativeness across gender, geography, and batches.
- iii. Methodology to assess alignment of training with market demand and entry into freelancing space.
- iv. Methodology for estimation of aggregate earnings and remittances reported by DigiSkills graduates.
- v. Robust approach to estimate “DigiSkills.pk’s contribution to freelancing outcomes within the broader ecosystem of Pakistan”.

### **Form B4 - 3 Work Plan, Quality Assurance & Risk Mitigation**

- i. Realistic and feasible work plan within the proposed timeline.
- ii. Data validation, peer review, and quality control mechanisms.
- iii. Measures to address non-response, self-selection, and data integrity risks.



### Form B5 Qualification & Competence of Proposed Project Team

Please provide the details of the following team members in the below table separately:

1. Project Leader
2. Freelancing / Digital Economy Expert
3. Data Analytics / Impact Evaluation Expert

Team Member Name:	
Contact No. / (landline/Cell)	
CNIC #:	
Current Organization working with:	
Current Position:	
Qualification (From highest to lowest up)	
General Experience:	
Relevant Experience to this project:	

**Note:** Signed CV of each team member must be submitted along with Form B5.



## 40 FINANCIAL PROPOSAL – STANDARD FORMS

Bidders are required to submit financial proposals by using following standard form templates. Bidders can attach more details when & where required within these forms.

**Form C1:** Financial Proposal Submission Form

**Form C2:** Summary of Costs



## Form C1: Financial Proposal Submission Form

[Location, Date]

To:

Head of Procurement

IGNITE – National Technology Fund

3rd Floor, TF Complex, 7 Mauve Area, G-9/4,

Islamabad, Pakistan

Tel: +92-51- 910 7441 - 46

Cell:+92-306-199-1234

Fax: +92-51- 910 7447, Email: procurement@ignite.org.pk

Sir,

We, the undersigned, offer to provide services for implementation of Provision of Services for Third Party Assessment of Digiskills.pk Program in accordance with your Request for Proposal dated ---- 2026 and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of [**Amount in words and figures**]. This amount is inclusive of all the local taxes, duties, fees, levies and other charges applicable on our company, our sub-contractors and collaborations under the Pakistani law.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, which is 180 calendar days from the date of bid submission.

Though included in the above-mentioned fee, Commissions and gratuities, if any, paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract, are listed below:

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:



### Form C2: Summary of Costs

Particulars	Pak Rupees
<b>Total of Financial Proposal</b> (inclusive of all applicable taxes)	



## ANNEXURE A

### One Stage Two Envelope Procedure for Bidding

#### Public Procurement Rules 2004

##### Single stage - Two envelope procedure:

- (i) The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
- (ii) The envelopes shall be marked as “FINANCIAL PROPOSAL Provision of Services for Third Party Assessment of DigiSkills.pk Program” and “TECHNICAL PROPOSAL Provision of Services for Third Party Assessment of DigiSkills.pk Program” in bold and legible letters to avoid confusion;
- (iii) Initially, only the envelope marked “TECHNICAL PROPOSAL Provision of Services for Third Party Assessment of DigiSkills.pk Program” shall be opened;
- (iv) The envelope marked as “FINANCIAL PROPOSAL Provision of Services for Third Party Assessment of DigiSkills.pk Program” shall be retained in the custody of the procuring agency without being opened;
- (v) The procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which do not conform to the specified requirements;
- (vi) During the technical evaluation no amendments in the technical proposal shall be permitted;
- (vii) The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
- (viii) After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the **financial proposals**



**of the technically accepted bids only.** The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders;  
and

- (ix) The bid found to be the lowest evaluated bid shall be accepted.



## ANNEXURE B

### CONFLICT OF INTEREST - DISCLOSURE FORM

**(To be printed on company's letterhead)**

In compliance of the mandatory requirement mentioned in the RFP for 'Provision of Services for third party assessment of DigiSkills.pk Program' published by Ignite National Technology Fund (*hereinafter 'ignite' and/or 'Company'*), I hereby confirm:

- I have no Conflict of Interest to disclose
- I have a potential Conflict of Interest to disclose and the details are mentioned hereunder:

Summary Information			
Date Raised:		Reference No.:	

Personal Information			
Name:		Title/Designation:	
Contact No.:		Company:	

Nature of Conflict	
Description:	

I hereby affirm that the above details/disclosure are true to the best of my knowledge, and no additional information/disclosure exists.



In case of any change to the above given information/disclosure, I will promptly notify the Company and complete a new conflict of interest disclosure form which describes the changes.

**Signature:** \_\_\_\_\_

**Date:**



## ANNEXURE C

### Declaration of Ultimate Beneficial Owners Information for Public Procurement Contracts

1. Name
2. Father's Name/Spouse's Name
3. CNIC/NICOP/Passport no.
4. Nationality
5. Residential address
6. Email address
7. Date on which shareholding, control or interest acquired in the business.
8. In case of indirect shareholding, control or interest being exercised through intermediary

companies, entities or other legal persons or legal arrangements in the chain of ownership

or control, following additional particulars to be provided:

1	2	3	4	5	6	7	8	9	10
Name	Legal form (Company/Limited Liability Partnership/Association of Persons/Single Member Company/ Partnership Firm/ Trust/Any other individual, body corporate (to be specified))	Date of incorporation/ registration	Name of registering authority	Business Address	Country	Email address	Percentage of shareholding, control or interest of BO in the legal person or legal arrangement	Percentage of shareholding, control or interest of legal person or legal arrangement in the Company	Identity of Natural Person who ultimately owns or controls the legal person or arrangement



9. Information about the Board of Directors (details shall be provided regarding number of shares in the capital of the company as set opposite respective names).

1	2	3	4	5	6	7	8
Name and surname (In Block Letters)	CNIC No. (in case of foreigner, Passport No)	Father's/ Husband's Name in full	Current Nationality	Any other Nationality (ies)	Occupation	Residential address in full or the registered/ principal office address for a subscriber other than natural person	Number of shares taken by each subscriber (in figures and words)
		Total number of shares taken (in figures and words)					

10. Any other information incidental to or relevant to Beneficial Owner(s).

Name & signature

(Person authorized to issue notice on behalf of the company)



## ANNEXURE D

### DRAFT AGREEMENT

***Note – 1: Any stamp duty, registration fees, or any other charges or levies, wherever applicable, in relation to the execution, performance, or registration of this Agreement, shall be the sole responsibility of the Service Provider/Vendor/supplier/Consultant (successful Bidder) or any other party entering into this Agreement with Ignite. Ignite shall not be liable for any such costs or expenses.***

#### **DRAFT AGREEMENT- PROVISION OF SERVICES FOR THIRD PARTY ASSESSMENT OF DIGISKILLS.PK PROGRAM**

This Services Agreement for third party assessment of Digiskills.pk program (the “**Agreement**”) is made and entered into in Islamabad on this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

#### **By & Between**

**M/s. IGNITE**, a company incorporated under section 42 of the repealed Companies Ordinance 1984 (*now Companies Act 2017*), with Corporate Universal Identification Number (CUIN) No. **0058556**, having its registered office at 3<sup>rd</sup> floor, 7<sup>th</sup> Mauve Area, Telecom Foundation Complex Building, G-9/4, Islamabad, Pakistan (hereinafter referred to as “the **Company**”, which expression shall where the context permits, mean and include its administrators, successors-in-interest and permitted assigns) of the First Part;

#### **And**

**[Successful Bidder]**, a company incorporated and existing under the laws of Pakistan, with Corporate Universal Identification Number (CUIN) No.[\_\_\_\_\_], having its registered office at \_\_\_\_\_ (hereinafter referred to as the “**Consultant**” which



expression shall where the context permits, mean and include its administrators, successors-in-interest and permitted assigns) through its duly authorized representative namely ( \_\_\_\_\_ ) of the Consultant, of the Second Part;

The Company and the Consultant may hereinafter collectively be referred to as the “Parties” and individually as a “Party”.

**RECITALS:**

- A. WHEREAS**, the Company requires the Services of an independent and professionally qualified consulting firm to undertake a comprehensive, evidence-based third-party assessment of the DigiSkills.pk program, including verification, validation, impact evaluation, and analysis of program outcomes, as detailed in the Request for Proposal (**RFP**) attached as “**Annexure-A**” to this Agreement;
- B. WHEREAS**, the Consultant has represented that it possesses the requisite expertise, experience, and technical capacity to conduct an independent assessment of the DigiSkills.pk program and has agreed to provide the said Services strictly in accordance with the Terms of Reference set out in the RFP, including but not limited to program performance assessment, stakeholder engagement, primary and secondary data analysis, and preparation of reports and datasets, in accordance with the Terms of Reference (*attached as “**Annexure-B**”*) of the RFP to this Agreement;
- C. WHEREAS**, this Agreement, along with its all Annexures, shall constitute an integral part thereof and shall be read as a whole;
- D.** All services and duties, whether incidental or necessary thereto, shall be performed diligently, completely and in accordance with professional standards of conduct; and



E. In consideration of the satisfactory and acceptable provision of services, the Consultant shall receive the agreed compensation as outlined in the **‘Payment Plan**, attached as **Annexure-D** to this Agreement.

## **1 DEFINITIONS AND INTERPRETATIONS**

- 1.1 **“AGREEMENT DOCUMENTS”** means the documents listed in Clause 6 of this Agreement.
- 1.2 **“APPROVED” or “APPROVAL”** means approved in writing by the Company and/or the Consultant.
- 1.3 **“DAY”** means calendar day of the Gregorian calendar.
- 1.4 **“DELIVERABLES”** means the deliverables specified whether in draft or final form to be provided by the Consultant as provided in the RFP under the heading “Scope of Work/Terms of Reference” therein.
- 1.5 **“INTELLECTUAL PROPERTY RIGHTS”** means rights in intellectual property, if any, arising from the Scope of Work, deliverables, reports, or work provided by the Consultant under this Agreement.
- 1.6 **“REQUEST FOR PROPOSAL” or “RFP”** means the request for proposal titled **[Insert Title Of RFP]** issued dated **[Insert Date]** by the company for the purpose of this Agreement.
- 1.7 **“SERVICES”** means the services to be performed by the Consultant for the successful completion of the assigned tasks as specifically mentioned in the RFP in Part B and attached herewith as “Annexure B” (the Terms of Reference), respectively.
- 1.8 **“SINGULAR AND PLURAL”** Words importing singular include the plural and vice versa and words importing masculine gender include the feminine gender.



## **2 BASIC SCOPE:**

The Consultant shall perform the Services strictly in accordance with the Terms of Reference attached as Annexure-B, including verification of enrolments, assessment of outcomes, stakeholder consultations, economic impact analysis, and preparation of reports and datasets.

## **3 OBLIGATIONS OF THE COMPANY:**

- 3.1 The Company shall, subject to applicable confidentiality and data protection requirements, provide the Consultant with reasonable access to relevant program data, records, documentation, and designated personnel of the Company and its implementing partners, as may be required for the purpose of conducting the third-party assessment of the DigiSkills.pk program.
- 3.2 When requested and deemed necessary, the Company shall provide the Consultant in writing a reasonable request of a requirement for completing the task.
- 3.3 The Company shall provide such information for the Term of this Agreement as may be required by the Consultant as far as reasonably practicable and without liability on the part of the Company.

## **4 OBLIGATIONS OF THE CONSULTANT**

- 4.1 The Consultant shall conform with and abide by the provisions of all federal, provincial and local laws, rules and regulations and any other laws for the time being in force in Pakistan including all regulations or by-laws of any local or other duly constituted authority within Pakistan which may be applicable to the performance of the Agreement and the rules and regulations of public bodies and companies whose property or rights are affected or may be affected in any



- way by the works (hereinafter referred to as “State Laws”) and shall give all notices and pay all fines required to be given or paid thereby and shall keep the Company indemnified against all penalties of every kind for breach of any of the same.
- 4.2 Disbursements of the amount payable to the Consultant shall be based on submission of invoice raised in accordance with the ‘**Deliverable**’, attached as “**Annexure-C**”. The Company after verification shall pay to the Consultant the amount stated in the invoice within fifteen working days of the receipt of the invoice. In the event of any discrepancy in the invoice submitted by the Consultant, the Company shall be authorized to reject the invoice submitted by the Consultant. The Company as of right shall then instruct the Consultant to rectify the same and the Consultant shall within 14 days correct the invoice and submit the same to the Company. All payments to be made to the Consultant shall be subject to applicable tax and other deductions in accordance with laws of Pakistan.
- 4.3 The Consultant shall remain responsible for execution of the work as mentioned in Terms of References (attached as Annexure-B) and as described in RFP (attached as Annexure-A) to this Agreement.
- 4.4 The Consultant shall maintain detailed records of all acts and things done in relation to the performance of this Agreement and, at the Company's request, shall either make all such records available for inspection or shall provide the Company with true and accurate copies thereof;
- 4.5 The Consultant shall appoint a dedicated Project Team as proposed in proposal submitted by Consultant, having relevant experience and specialized qualification for the performance of this Agreement;



- 4.6 The Consultant shall in case of any change in Project Team, Consultant will inform the Company prior to any such change in writing and will hire only after approval from the Company.
- 4.7 The Consultant shall perform and deliver the Deliverables listed in “Annexure-C” with care, skill, diligence, honesty and integrity and with generally accepted standards of good practice and prudence.
- 4.8 The Consultant shall complete and deliver all Deliverables and perform all its obligations under this Agreement and the RFP.
- 4.9 The Consultant shall fully comply with any representations, warranties and undertakings provided in the Agreement Documents relating to the quality and contents of the Deliverables;
- 4.10 The Consultant shall use its reasonable endeavours for the successful and timely completion of the activities, tasks or deliverables which are not quantified or for which no measurable indices are given in the Agreement Documents.
- 4.11 The Consultant Shall Comply with all applicable laws, as they exist in Pakistan from time to time, including safety and security standards applicable to the activities and tasks covered under this Agreement.
- 4.12 The Consultant shall apply for, obtain and maintain at all times all permissions, consents, licenses, leases, approvals, authorizations and the like required from any private or public sector entity for performance of its obligations under this Agreement.

## **5 PRIMARY CONTACTS**

The Parties shall appoint one (1) individual within their organizations to serve as the primary contact between each other in order to receive or provide any requisite assistance or support.



*[Please insert details including name contact No. email etc. of the Primary Contact of Ignite]*

*[Please insert details including name contact No. email etc. of the Primary Contact of Consultant]*

## **6 AGREEMENT DOCUMENTS**

The Recitals to the Agreement and the following documents, form an integral part of this Agreement. In case of any conflict between the terms of these documents and provisions of this Agreement, such conflict shall be resolved with reference to the provisions of this Agreement:

- i. The Agreement;
- ii. **Annexure-A** i.e., the RFP;
- iii. **Annexure-B** i.e., the Terms of Reference;
- iv. **Annexure-C** i.e., the Deliverables;
- v. **Annexure-D** i.e., the Payment Schedule; and
- vi. Subsequent Amendments, if any.

## **7 EFFECTIVE DATE OF AGREEMENT**

This Agreement shall become effective from [xxx<sup>th</sup>] and shall remain valid until [xxx<sup>th</sup>] (the “**Term**”) i.e, for [xx Days], unless terminated earlier in accordance with the terms of this Agreement. The Agreement can be extended for another Term after the expiry date on the terms and conditions mutually agreed upon between the Parties subject to the Company giving fifteen (15) days advance notice to the Consultant to that effect.

## **8 CONFIDENTIALITY & DATA PROTECTION**



- 8.1 Each Party shall treat as confidential and shall not, without the prior written consent of the other Party, disclose to any third party any information, data, document, record, report, material, or communication, whether written, oral, electronic, or otherwise, including but not limited to program data, trainee information, personal data, survey responses, financial or earnings-related data, system records, methodologies, analytical outputs, and draft or final reports, obtained or generated in connection with the third-party assessment of the DigiSkills.pk program (collectively, the “**Confidential Information**”), except to the extent necessary for the performance of this Agreement.
- 8.2 The Consultant may disclose Confidential Information solely to its employees, experts, enumerators, or subcontractors (if approved by the Company) who have a strict “need to know” for the purposes of performing the Services under this Agreement, provided that such persons are bound by written confidentiality and data protection obligations no less stringent than those contained herein. The Consultant shall remain fully responsible for any breach of confidentiality or data protection obligations by such persons.
- 8.3 The Consultant shall use all Confidential Information exclusively for the purposes of this assignment and shall not, without the prior written consent of the Company, use, reproduce, publish, disseminate, or disclose any Confidential Information, in whole or in part, for any other purpose, including academic, commercial, or promotional use.
- 8.4 The Consultant shall ensure appropriate technical, organizational, and administrative safeguards to protect Confidential Information and personal data against unauthorized access, loss, misuse, alteration, or disclosure, and shall comply with all applicable laws of Pakistan relating to confidentiality, privacy, and data protection, as in force from time to time.



- 8.5 In the event of any actual or suspected loss, unauthorized access, use, or disclosure of Confidential Information or personal data, the Consultant shall immediately notify the Company in writing, take all reasonable steps to mitigate the impact of such breach, cooperate fully with the Company in investigating the matter, and indemnify the Company against any loss, damage, claim, or liability arising therefrom.
- 8.6 Upon completion, expiration, or termination of this Agreement, or upon written request of the Company, the Consultant shall promptly return or securely destroy all Confidential Information and personal data in its possession or control, including copies thereof, except for such working papers as may be retained solely for record-keeping purposes, subject to continuing confidentiality obligations.
- 8.7 Both Parties agree that, notwithstanding expiration or termination of the Agreement for any reason whatsoever, the provisions relating to Confidential Information shall remain in effect for three (03) years after the Agreement's expiry or termination or unless the Parties agree otherwise to discontinue its effect.

## **9 INTELLECTUAL PROPERTY**

The Consultant hereby acknowledges and agrees that all Intellectual Property Rights, including but not limited to reports (draft and final), datasets, databases, survey instruments, questionnaires, interview and focus group discussion guides, codebooks, analytical models, methodologies, presentations, working papers, and any other materials or outputs generated, developed, or produced as a result of or in connection with the performance of the Services under this Agreement, shall vest exclusively in and remain the absolute property of the Company.



For the avoidance of doubt, all Terms of Reference, data, documents, and information provided by the Company under the RFP, as well as all derivatives thereof, shall remain the sole property of the Company. The Consultant shall not use, reproduce, publish, disclose, or otherwise exploit any such Intellectual Property or project-related outputs for any purpose other than this assignment without the prior written consent of the Company.

## **10 TAXES AND DUTIES**

The Consultant shall be aware and responsible of all Pakistani tax regulations and will pay all taxes, duties, tariffs and impositions lawfully assessed against the Consultant for execution and Performance of the Agreement. Withholding tax shall be deducted as per applicable tax laws of Pakistan. The total price under this Agreement is inclusive of all applicable taxes, including any sales tax, value added tax, and provincial service tax.

## **11 ASSIGNMENT AND SUB-CONTRACT**

- 11.1 The Consultant shall not change or assign the Agreement or any part thereof, without the prior written consent of the Company, and such, consent, if given, shall not relieve the Consultant from any liability or obligation under this Agreement.
- 11.2 The Consultant shall not sub-contract the whole or any part of the work, without the written consent of the Company, and such consent, if given, shall not relieve the Consultant from any liability or Obligation under the Agreement and it shall be responsible for the acts, defaults and neglects of any sub-



contractor, its agent, defaults, neglects of the Consultant's servants or workmen.

## **12 PRICES AND PAYMENTS**

- 12.1 The total price of the Agreement, including all applicable taxes, shall not be in excess of **PKR [xxx] (Insert the amount in Words), inclusive of all applicable taxes.**
- 12.2 The Agreement price set forth in this Agreement is firm and final till execution of this Agreement and receipt of entire Services by the Company in acceptable condition.
- 12.3 No variation is acceptable to the Company with the exception of any price adjustment authorized by the conditions of this Agreement.
- 12.4 Applicable taxes will be deducted when processing payments and deposited with FBR.
- 12.5 Notwithstanding anything herein to the contrary, the Consultant shall not be entitled to and the Company shall have the right to withhold payment due to the Consultant where the Services, or any part thereof, are not completed or performed to the complete satisfaction and approval of the Company.

## **13 TERMINATION**

### **Termination for Default**

- 13.1 The Company may, without prejudice to any other remedies for breach of Agreement, by written notice of default ("Default Notice") sent to the Consultant, terminate this Agreement in whole or in part, if:
  - 13.1.1 the Consultant fails to deliver any or all of the services within the time period(s) specified in the Agreement or any extension thereof granted by the Company;



13.1.2 the Consultant fails to perform any other obligation(s) under the Agreement; and

13.1.3 the Consultant, in either of the above circumstances does not cure its failure within a period of fifteen (15) days (or such longer period as the Company may authorize in writing) after receipt of the Default Notice from the Company.

### **Termination for Convenience**

13.2 The Company may terminate the Agreement in whole or in part at any time for its convenience subject to fifteen (15) days prior written notice to that effect sent to the Consultant or after payment of proportionate amount of the fee due subject to the satisfactory performance of the Consultant to be determined by the Company.

## **14 AMENDMENT**

No alteration, waiver or change in any of the terms of this Agreement will be effective unless made in writing, with consent of both parties and duly executed by an authorized officer or representative of each of the Parties.

## **15 INDEPENDENT CONTRACTORS**

15.1.1 The Consultant is and shall remain at all times an independent Contractor or and shall be fully responsible for its own acts or defaults (including those of its employees or agents).

15.1.2 The Consultant, along with its employees, agents, or representatives, shall refrain from engaging in any activities that could reasonably lead any individual to believe that they are acting as employees, agents, or representatives of the Company.



15.1.3 Nothing in this Agreement shall be deemed to constitute a partnership or other profit-sharing agreement between the Parties.

## **16 SURVIVAL**

Certain clauses of this Agreement, including but not limited to Indemnification, Confidentiality, and Dispute Resolution, as well as any other clauses inherently intended to extend beyond the termination or expiry of this Agreement, shall remain in effect for a period of Five (5) years following the termination or expiry of this Agreement, or for such other period as specified in the relevant clause.

## **17 INDEMNIFICATION**

The Consultant agrees to indemnify, defend, and hold harmless the Company and its officers, agents, and employees, from any claim, real or imaginary, brought against the Company or its officers, agents, or employees, alleging damage or injury arising out of the subject matter of this Agreement; provided, however, that such provision shall not apply to the extent that the damage or injury results from proximate fault of the Company or its officers, agents, or employees.

## **18 FORCE MAJEURE**

For the purposes of this Agreement “Force Majeure” means an event which is beyond the reasonable control of a Party and which makes a Party’s performance of its obligations under this Agreement impossible or so impractical as to be considered impossible under the circumstances. The failure of either Party to fulfil any of its obligations under this Agreement shall not be considered to be breach of or default under this Agreement insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the



terms and conditions of this Agreement and has informed the other Party as soon as possible, and not more than after lapse of 15 workings days, about occurrence of such an event.

**19 GOVERNING LAWS & DISPUTE RESOLUTION**

Any dispute, controversy or claim arising out of or in connection with this Agreement shall be initially resolved through negotiation by Parties. If dispute(s) remain unresolved for a period of 30 days, it shall then be settled by the sole arbitrator appointed by both the Parties as mutually agreed in accordance with the Arbitration Act 1940 and the rules made thereunder. The venue of the arbitration shall be Islamabad, Pakistan. The award made by the arbitration process shall be final and binding on the Parties and may be enforced in any court of competent jurisdiction. Each Party shall bear the arbitration cost own its own.

The validity of interpretation and construction of this Agreement and of each part hereof shall be governed by the Laws of Pakistan. Both Parties shall comply with all applicable laws of Pakistan.

**IN WITNESS WHEREOF**, the Parties to this Agreement through their duly authorized representatives have executed this Agreement in two (2) counterparts and on the days and dates set forth above, and certify that they have read, understood, and agreed to the terms and conditions of this Agreement as set forth herein.

<b><u>FOR &amp; ON BEHALF OF</u></b> <b>IGNITE</b>	<b><u>FOR &amp; ON BEHALF OF</u></b> <b>[SUCCESSFUL BIDDER]</b>
_____	_____



<b>Name:</b> <b>Title:</b> Chief Executive Officer <b>CNIC:</b> <b>Date:</b>	<b>Name:</b> <b>Title:</b> <b>CNIC:</b> <b>Date:</b>
<b><u>WITNESSES</u></b>	
1.  <b>Signatures:</b> _____ <b>Name:</b> <b>Title:</b> <b>CNIC:</b>	1.  <b>Signatures:</b> _____ <b>Name:</b> <b>Title:</b> <b>CNIC:</b>
2.  <b>Signatures:</b> _____ <b>Name:</b> <b>Title:</b> <b>CNIC:</b>	2.  <b>Signatures:</b> _____ <b>Name:</b> <b>Title:</b> <b>CNIC:</b>

***Note--2: This Agreement is a Draft Agreement subject to change in terms and conditions upon negotiation with the successful bidder during the award of the agreement. The bidders should only follow the terms of reference and instructions given in this RFP document for submission of their bids.***

