



DIRECTORATE OF WOMEN DEVELOPMENT
PUNJAB, LAHORE
(GOVERNMENT OF THE PUNJAB)



PRE-QUALIFICATION DOCUMENTS

***“HIRING OF SERVICES CONSULTANCY FIRM FOR
SUSTAINABLE DEVELOPMENT OF WORKING
WOMEN HOSTELS”***

INFORMATION / DOCUMENTS TO BE ESSENTIALLY PROVIDED BY THE CONSULTING FIRMS

The Consultancy Firms interested in the assignment with experience of similar nature of tasks may apply for pre-qualification containing the following information / particulars duly supported with necessary documents:

- i. Name of Firm`s address of the registered office with telephone/fax number and Email address.
- ii. Organization chart showing complete management profile.
- iii. Memorandum and Articles of Association of the Firm / Partnership deed along with power of attorney in favor of authorized person submitting the Expression of Interest.
- iv. Valid Copy of Registration with Securities & Exchange Commission of Pakistan.
- v. Valid Copy of registration with Income Tax Department.
- vi. Financial position of the Firm supported with authenticated financial statements from financial Institutions. Audited statements of accounts for the last three (3) years.
- vii. Personnel details/bio-data of qualified professionals in each field on the payroll of the Firm.
- viii. Detail of similar assignments carried out during the last 10 years and similar assignments in-hand duly supported with documentary evidence.
- ix. List and cost of projects for which services are being presently offered indicating the name of client, cost and scope of work.

- x. An undertaking by the Consultancy Firm to the effect that "Neither the Firm / consultants nor its Directors/Partners/Stakeholders, as a whole or as a part, of the Firm have even been black listed/defaulted by any Government agency / Department / Organization and also that the information supplied by the Firms is correct".
- xi. Certificate / affidavit that the Firm is not in litigation with any client if yes then provide details of litigation.
- xii. Any other information in support of capabilities and experience of the Firm.
- xiii. False, fabricated or materially incorrect information shall lead to disqualification.
- xiv. The Interested Firms shall submit their applications (documents) in sealed envelope by hand or through courier upto 03.02.2017 (1400 hrs) at the following address. No application (documents) through Email shall be accepted.

DIRECTOR

Directorate of Women Development, Punjab, Lahore

15-Birdwood, Road, Lahore.

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OBJECTIVES OF THE FEASIBILITY STUDY

Directorate of Women Development, Punjab intends to conduct a study on working women hostels (Public/Private) across the Punjab so that magnitude facts/issues on the subject could be measured and key policy may be formulated through engaging a Consultancy Firm to conduct the study during a period of "**FOUR MONTHS (04 months)**". Following are the main objectives of the proposed scheme:-

PHASE-I

1. Demand supply analysis of hostel facility at all district headquarters in respect of both public and private sector services as per requirement of Punjab Women Empowerment Initiatives (PWEI) 2016 of Punjab Government.
2. Documentation of systems/procedures/measures to establish WWHs after situation analysis of WWHs established by government/private sector.
3. Reframing of existing SOPs of WWHs established by WDD in the light of civil and criminal litigation including social protection/security measures of WWHs.
4. Design effective monitoring mechanism/ system for efficient and better management/functioning of working women hostels under government arrangement/outsource or PPP mode.
5. Recommendations regarding business model of standardized WWH i.e. whether operated by government or private sector or PPP mode dully supported with economic and financial analysis i.e. BCR, IRR and NPV.

PHASE-II

1. This phase will be treated as an optional assignment of the selected Consultancy Firm depending upon final finding wherein approved feasibility select the option of PPP Mode for establishment of Working Women Hostels in Punjab. Therefore, additional provision for payment to the selected has

been conditionally included for provision of further Consultancy being provisional for preparation of a comprehensive project document complete in all respect duly supported with Financial / Economic, legal and commercial aspects / analysis alongwith a business plan as per the PPP Act, 2014.

SCOPE OF CONSULTANCY SERVICES AS PER TORS

The scope, duties and responsibilities of the consultant Firm will include, but not necessarily limited to the following:

PHASE-I

- Demand supply analysis to carry out need base assessment of hostel facility at all district headquarters in respect of both public and private sector services.
- Generate data base of public as well as private WWHs at identified regions along with trend analysis duly supported with statistical analysis.
- Designing of a standardized policy for WWHs.
- Identification of administrative constraints of WWHs of WDD. Suggest the remedial measures and action plan to remove identified constraints.
- Drafting of small, medium and high standards for WWHs via categorization of facilities for residents as:
 - a. Residential facility.
 - b. Provisioning of basic amenities i.e. electricity, water, etc.
 - c. Recreational facilities lounge, reading rooms, gym, etc.
 - d. Health and Hygiene, including mess facilities.
 - e. Security parameters.
- Development of standardized monitoring mechanism for WWHs.
- Repair layout plan / architectural design of Model WWHs as per best international standards.
- Reframing of existing SOPs of WWH established by WDD in addition to:

- a. Eligibility criteria and expulsion mechanism for residents.
 - b. Consultation of civil and criminal litigation
- Drafting of Essential parameters for WWHs i.e. “*Model WWH*” in line with international standards duly supported with the best management models for both public and private sectors.
- Recommendations along with justifications for establishment of WWHs facility in following venues:
 - a) Government Institutions
 - b) Rented buildings
 - c) Public owned buildings
- Develop Business Model of standardized WWH i.e. whether operated by public or private sector or PPP mode in accordance with the best international practices, duly supported with financial and economical analysis viz BCR, IRR & NPV.

Miscellaneous Task

Explore possibility for clubbing and connectivity of objectives of Punjab Working Women Endowment Funds Society`s (PWWEFS) with the planned feasibility study detailed as under:

1. Research and enlisting of the existing Working Women Hostels operating in private sector according to minimum public health and safety standards.
2. Funding studies on need basis to fulfill the purpose and functions.
3. Funding periodic reserve to formulate minimum public health and safety standard enlistment and monitoring of private Working Women Hostels.
4. Sponsoring creating monitoring mechanism to ensure that the Working Women Hostels are functioning properly.
5. Funding either fully or partially for reconstruction and up gradation of new and existing Working Women Hostels of the Women Development Department for non-affording women.

6. Sponsoring creation of monitoring mechanism for District and Tehsil level field formulations of Women Development Department.
7. Sponsoring creating mechanism to ensure priority accommodation to low income salaried women in Women Development`s Working Women Hostels.

PHASE-II

1. This will be an optional assignment to the selected Consultancy Firm depending upon final approved feasibility report supporting the option of PPP Mode for establishment of Working Women Hostels in Punjab. An additional provision has been conditionally included for further Consultancy under PHASE-II being provisional for preparation of a comprehensive project document complete in all respects duly supported with Financial / Economic, legal and commercial aspects / analysis alongwith a business plan as per the PPP Act, 2014. The project document will be supported with the following:-

- Lay out plan / design of Working Women Hostel for each recommended site.
- Rough cost estimate for construction of each hostel at recommended sites.
- Current Market rates for procurement of Machinery and Equipment etc.
- Financial / Economic analysis supported with BCR, NPV & IRR.
- Device monitoring and evolution mechanism for project implementation.
- Any other relevant activities if deemed necessary.

2. Complete all codel / procedural formalities for initiative under PPP Mode for establishment of Working Women Hostels at selected site under PPP mode till the completion of the approval process as per the approved / final feasibility report.

CORE TEAM:

The feasibility shall be conducted by a team of eligible reputable, dynamic, experienced result oriented consultants of Consultancy Firms. Project Manager shall be expected as "**Team Leader**". The following core team would be required consisting upon 5 specialists:-

Sr #	DESCRIPTION	QUALIFICATION	EXPERIENCE
1.	Project Manager	MBA (Management / Finance) or equivalent	Min. 10 years in relevant field and experience of carrying out such studies
2.	Financial Analyst	MBA / MS / BS. (Finance) or equivalent	Min. 07 years in relevant field
3.	Legal Expert	LLB	Min. 07 years of civil & criminal litigation
4.	Statistical Analyst / Economist	MSc. / MS Statistics / Economics or equivalent	Min. 07 years in relevant field
5	Gender Specialist	M.Sc./M.A Gender Studies	Min. 05 years in relevant field

Note: Supporting staff for completion may be engaged by the Consultancy Firm as per need/requirement for which no separate funds shall be provided.

DELIVERABLES:

The training service provider is required to:

- i. Submit inception report including work plan, methodology and implementation schedule.
- ii. Submit a draft report in accordance of scope of services.

- iii. Revise draft report on the basis of comments/observations of client department
- iv. Make presentation to the authorities/client when & where required, during execution of the job.
- v. Submit the final report in triplicate along with Successful completion of entire assignment in line with objectives and results; selected case studies; brief and photographs; problems encountered and mitigation strategy and lessons learnt, impact analysis of existing hostels.
- vi. Make a detailed presentation to the authorities at the end of assigned tasks. This presentation will also be attended by the core team members.

TIME LINE ALONG WITH PAYMENT SCHEDULE:

Deliverable based payment schedule for consultants/consultant Firm:

Sr. #	Activities	Time line	Payment
1.	Submission of inception report including work plan, methodology and deployment schedule	15 days	10% of total amount of services
2.	Submission of 1 st draft report in line with scope of services	60 days	20% of total amount of services
3.	Submission of final report after incorporating observations of evaluation committee.	25 days	30% of total amount of services
4.	After satisfactory evaluation and approval of report by the Administrative Department	20 days	40% of total amount of services

CRITERIA FOR SHORTLISTING OR PRE-QUALIFICATION

1. Pre-qualification of prospective consulting Firms shall be conducted under (PPRA) Punjab Procurement Rules-2014. The pre-qualification marks will be 65%.
2. The pre-qualification criteria is tabulated below:

Sr. No.	Detail of Documents	Marks	Marks obtained
1.	Documentary proof of valid legal entity of the Firm / consortium i.e. Registration with Securities and Exchange Commission or Registrar of Firms.	05	
2.	Audited statements of Accounts for last 3 years (5 marks per year).	15	
3.	Details of major works/projects completed in public/private sector worth at Rs.5.00 million each during last five years. The list must include a brief description of the project relevant to the assignment (5 marks per project in case project executed) including satisfactory report from client.	25	
4.	Qualification of Consultants 1. Team Leader/project Manager (15 marks) 2. Financial Analyst (10 marks) 3. Legal Expert (10 marks) 4. Statistical Analyst/Economist (10 marks) 5. Gender Specialist (10 marks)	55	
TOTAL MARKS		100	

CLIENT REPRESENTATIVES

The Representatives are the following:

Postal Address:

1. **Director,**
Directorate of Women Development, Punjab, Lahore

Telephone : 042-99205861, 99205864

Facsimile : 042-99205861.

Email : directordwd@gmail.com