**Pakistan Poverty Alleviation Fund**

Minutes of the Pre-proposal Meeting

“Conduct Technical Vocational Skills Training”

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| **Date** | 1 | 9 | 0 | 9 | 2 | 5 |  | **Starting Time** | 1100 hrs | **Ending Time** | 1200 hrs |
|  |
| **Venue** | Microsoft Teams (Online)  |

 **Participants: PPAF Participants:**

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| Rizwan Shaikh, Specialist-T&D | A number of participants were present in the meeting from various firms. |
| Sohaib Majeed, Manager-Procurement |  |

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| **Agenda** | **Pre-proposal Meeting – Conduct Technical Vocational Skills Training** |

**Summary of Discussions & Decisions:**

| **Sr** | **Points of Discussion** | **Decisions** **(by whom & when)** |
| --- | --- | --- |
| **01** | The pre-proposal meeting took place between PPAF and various firms. The Manager-Procurement extended a warm welcome to the participants and outlined the agenda for the meeting. Subsequently, after a round of introduction, Specialist, T&D explained the objectives and scope of the assignment.  | **-** |
| **02** | The Specialist, T&D and Manager Procurement responded to the queries as detailed below: 1. The objective of the project is to empower rural women through inclusive economic participation by enhancing livelihoods, promoting digital inclusion with smartphones and e-commerce access, financial inclusion, and creating sustainable market linkages.
2. The selected training firm will provide / conduct training to the women beneficiaries on polishing their already possessed skills. The training will be conducted by the trainers of the selected training firm physically at their training venue in that district headquarter. The training will span over 1-1.5 months depending upon the trade.
3. Transportation of Women Beneficiaries - to and from the training venue will be managed by Parter Organizations (POs).
4. Beneficiary identification / Selection of Women Beneficiaries will be carried out by the respective POs.
5. Training will be imparted on common trades possessed by the women beneficiaries in that district. POs will collect data and share with the training firm. Since the selected training firm is applying for all the 22 districts, they should themselves be aware of the common trades and trends in all the 22 districts.
6. The team leader shall have experience working with training institutes, private sector players, chambers, or certification/accreditation bodies.
7. Following are the 22 districts:

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| --- | --- | --- |
| **SNO** | **Province** | **Districts** |
| 1 | BALOCHISTAN | JAFFARABAD |
| 2 | BALOCHISTAN | KILLA SAIFULLAH |
| 3 | BALOCHISTAN | QUETTA |
| 4 | GB | GHIZAR |
| 5 | GB | NAGAR |
| 6 | PUNJAB | LAYYAH |
| 7 | PUNJAB | BAHAWALNAGAR |
| 8 | PUNJAB | BAHAWALPUR |
| 9 | PUNJAB | D.G. KHAN |
| 10 | PUNJAB | RAJANPUR |
| 11 | PUNJAB | OKARA |
| 12 | PUNJAB | KASUR |
| 13 | PUNJAB | RAWALPINDI |
| 14 | SINDH | SANGHAR |
| 15 | SINDH | THATTA |
| 16 | SINDH | UMERKOT |
| 17 | KP | HARIPUR |
| 18 | KP | ABBOTTABAD |
| 19 | KP | MARDAN  |
| 20 | KP | SWABI  |
| 21 | KP | LOWER CHITRAL |
| 22 | KP | UPPER CHITRAL |

1. The interested firms will have to participate for all the provinces/districts.
2. An NGO may apply for the assignment provided it fulfils the requirements given in the RfP.
 |  **PPAF & Consulting Firms** |
| **03** | The meeting was ended with a vote of thanks by the Manager Procurement |  |

**Signature:**

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| Rizwan Shaikh, Specialist-T&D |   |
| Sohaib Majeed, Manager-Procurement |  |