



**Government of Sindh  
Planning & Development Department  
Directorate of Sindh Water Sector &  
Barrages Improvement  
(PCMU-SSU)**

Issuance date: 4<sup>th</sup> September, 2024

**REQUEST FOR QUOTATION FOR SELECTION OF VENDOR/  
SERVICE PROVIDER**

**Awareness Workshop on the Sindh Resettlement & Rehabilitation Policy-2023**

The Project Coordination & Monitoring Unit (PCMU) is functional under the administrative control of Planning & Development Department, Government of Sindh for Coordination and monitoring of foreign Funded projects in water/ irrigation sectors.

In addition to other tasks, the unit is implementing approved PC-1 under ADP Scheme No. 3079, namely "Institutional strengthening of Project Coordination & Monitoring Unit/ Establishment of Shared Services Unit (SSU), along with Implementation of the Sindh resettlement and Rehabilitation of Policy 2023. Government of Sindh has established a Policy desk to attend the operational and functional matters related to the implementation of Sindh Resettlement and Rehabilitation (R&R) Policy-2023

In this regard, PCMU intends to hire services of vendor/service providers for arrangement of awareness raising workshops for implementation of Sindh R&R Policy 2023, at divisional level separately for each division.

Interested Vendors/Service providers should provide information demonstrating required qualification and relevant experience specified in the detailed TORs enclosed at Annex A.

Further detailed information can be obtained at the address given below during office hours. i.e., 09:00 to 17:00 Hours PST.

**Closing date:** The last date for submission of the Proposal is 18<sup>th</sup> September 2024 till 17:00 PST.

**Note:** The SPPRA rules 2010 and revised will be followed for procurement of above services.

(Signed)

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**TERMS OF REFERENCE FOR SERVICE CONTRACT****Awareness Workshop on the Sindh Resettlement & Rehabilitation Policy-2023****Background**

The Sindh Cabinet in its meeting held on 21st March 2023 approved the first ever Sindh Resettlement & Rehabilitation Policy and same has formally been notified by P&D Department on 13th June, 2023. This policy is applicable to all the federal and provincial governments approved projects in Sindh Province (Whether in public or private sector) involving physical and or economic displacement of People of the Province. The policy is the Government of Sindh's step towards amending the existing laws and formulating new legislation to ensure the protection of people's right in case of involuntary resettlement due to execution of development projects. Planning & Development Department, Government of Sindh is the custodian of the Policy to take the lead role at the provincial level for coordination and advising with regard to its application, review, planning and monitoring. In order to deal with operational and functional matters of Policy implementation, a Desk /Focal Point has been established at this office of Directorate of Sindh Water Sector & Barrages Improvement, Project Monitoring and Coordination Unit (PCMU) P&D Department, vide P&D Department's notification dated 23rd August 2023.

Accordingly, the Desk @ PCMU has initiated the process actions, in the first step, the policy document has been printed and numbers of printed copies have been formally circulated and shared with all the concerned departments by this office. Formally trainings for the implementation to the govt officials has been given as first phase and the second phase is under preparation, arrangement of dissemination works/seminars at divisional level as well are going to be held and translation of policy document in Sindhi and Urdu languages are under way.

**Objective for arrangement of workshop**

The primary objective of the services is to facilitate in the whole workshop and making necessary arrangements i-e venue selection, with invitation to the targeted group (relevant stakeholders), and ensuring their 100% participation, food arrangements, moderation, report writing and media coverage along with press release of the workshop.

**Scope of workshop**

An awareness workshop for Sindh Resettlement and Rehabilitation Policy 2023 has the following scope:

To give introduction and overview of the Sindh R&R for its objectives, and key provisions, Understanding Resettlement, Explanation of the resettlement process, including relocation, compensation, and entitlements., Discussion of rehabilitation aspects, such as livelihood restoration, Clarification on who is eligible for resettlement and rehabilitation, and what they are entitlements. Step-by-step explanation of the process, including documentation, verification, and assistance. Information on benefits, such as financial assistance, housing, and infrastructure support, Clarification on the roles and responsibilities of various stakeholders, including government agencies, NGOs, and community leaders, Opportunity for participants to ask questions, provide feedback, and suggest improvements.

### **Specific Tasks and Responsibilities:**

*Below are the responsibilities of the service provider for arrangement of the workshop*

- Finalization the list of targeted groups for invitations
- Printing of letters / invitation cards for awareness workshop.
- Sending letters / Invitation Cards to the targeted persons for attending the workshop.
- Follow up the invitees for attending the workshop.
- Ensuring the 100% participation of the targeted group in the workshop
- Identification and finalization of the venue / hall for the awareness workshop having capacity of the 60 participants. Hall must contain the air-conditions due to current weather condition.
- Making setting arrangements of the of the 60 participants in hall for the workshop.
- Making setting arrangements for the guests on stage (3-5 Guests)
- Facilitating the attendees and guests for setting properly.
- Making availability of speakers / Sound system with two mics (*one fixed on dice and one wireless*)
- Making available of banner and fixation on wall of hall (*as per available size of hall*)
- Making available the multimedia with screen and connecting with laptops.
- Making availability of attendance sheet and taking on set by set from all participants.
- Proper Moderation of the workshop by MOC preferable female.
- Making available food water, and stand by Generator on required time during workshop
- Capturing photographs of whole event properly and sharing with PCMU.
- Ensuring the electronic and Print Media Coverage.
- Development of the comprehensive report of the workshop (*within seven days*)
- Submission of the report to PCMU / Professional event Report Writer (*within seven days*)

*Further details are in the Summary of Action in Table A.*

### **Assignment workstation**

The assignment will be conducted in the Division Mirpur Khas, Sukkur, Larkano and Shaheed Benazirabad (Divisional head quarter) Service provider will express their interest separately for each divisional workshop.

### **Targeted Group**

Targeted group of the assignment are the Government officials of the departments at least 2-3 persons from each department which are working in the divisional headquarters, NGOs /RSPs /CSOs which are working in the division Mirpur Khas they may participate least two persons from each organization, corporate sector as well as private sector i-e Sugar Mills, Universities, chamber of Agriculture, chamber of commerce, Sindh Aabadghar Board, Sindh Small Industries, Divisional Bar Association, Media persons and other relevant stakeholders. (Not Less than 60 Pax)

### **Logistical Support / remuneration to Attendees**

Service provider will do all arrangements of the workshop including venue with air condition, sitting arrangements of 60 pax, stage, dice / rostrum, speakers with two Mic & one Chargeable Mic, Banners on wall, food and water.

Services provider will invite to targeted group and also ensure the 100% participation, no remuneration or logistic support will be provided for attending the workshop to the targeted group, and all will attend at their own.

### Timing of the workshop

Date of workshops will be finalized after receiving of proposal, (Total Time 4 Hours)

### Media Coverage / Photography

Media coverage is necessary and required with printing in the daily Sindhi, Urdu and English newspaper (coverage in newspaper at least one in each language), Tv channels: it is necessary to have coverage at least three TV channels to the workshop. It is a requirement of services to share the downloaded clips of TV channels and cuttings of the Newspapers. All photographs must be shared with PCMU in end of the workshop.

### Payment of the workshop:

All payments will be given to the services provider after successful completion of the event with all required tasks and responsibilities with ensuring the 100% of attendance and submission of final comprehensive report.

### Report Writing

The service provider will develop final comprehensive report of awareness workshop and same will submit to the Sindh Resettlement & Rehabilitation Policy Desk at Directorate of Sindh Water Sector & Barrages Improvement, Project Monitoring and Coordination Unit (PCMU) within seven days with pictures and attendance sheet.

**Table A. Summary of Actions / Responsibilities / Deliverables**

S.No	Action / Deliverable	Responsibility	Time line	Remarks
01	Finalization of list of participants	Service provider	15 working days before the day of program	<ul style="list-style-type: none"> <li>Service provider will finalize the list of government department of divisional head quarter, NGOs, Corporate sector and private sector in consultation with Client.</li> <li>Two persons from each department / body / NGO will participate in workshop.</li> </ul>
02	Invitations to the participants by ensuring the 100% participation & invitation to the speakers for workshop	Service provider	10 working days before the day of program	<ul style="list-style-type: none"> <li>Services provider will invite the participants by ensuring their participation in workshop.</li> <li>Services provider will give follow-up to invitees one or two days before the workshop.</li> </ul>

03	Finalization of venue / hall for workshop with capacity 60 participants with sitting with banner	Service provider	15 Days before the date of workshop	<ul style="list-style-type: none"> <li>• Service provider will finalize the venue at divisional head quarter with setting capacity of 60 participants.</li> <li>• The venue / Hall will be the air-conditioned and easily accessible on the participants / officers.</li> <li>• Banner will be on wall on day of event.</li> </ul>
04	Making availability of speakers / sound system & standby generator	Service provider	On workshop Day	<ul style="list-style-type: none"> <li>• Sound system must be functional with clear voice</li> </ul>
05	Making availability of the multimedia / Screen	Service provider	On workshop Day	<ul style="list-style-type: none"> <li>• Sound system must be functional with clear voice</li> </ul>
06	Attendance of the participants	Service provider	On workshop Day	<ul style="list-style-type: none"> <li>• Team of service provider will take the attendance of participants and submit to the Client with report</li> </ul>
	Moderation of workshop	Service provider	On workshop Day	<ul style="list-style-type: none"> <li>• Services provider will hire a moderator for whole day of program.</li> </ul>
07	Videography & Photography of the workshop	Service provider	On workshop Day	<ul style="list-style-type: none"> <li>• Service provider will take photographs and videos of the program and handover to the client</li> </ul>
08	Press release / press release	Service provider	On workshop Day	<ul style="list-style-type: none"> <li>• It must cover the all-day proceeding, highlights and Service provider will take the consent from client before issuance</li> <li>• It must be issue on day of program</li> </ul>
09	Ensuring the electronic and print media coverage	Service provider	On workshop Day	<ul style="list-style-type: none"> <li>• Press release must be given to the media (Consented by the client)</li> <li>• Media coverage must be given in English, Sindhi and Urdu leading newspapers and their coverage must be share with client</li> <li>• Clips of electronic media /TV Channels coverage must be shared with client at least three channels</li> </ul>
10	Arrangements of food / lunch for participants	Service provider	On workshop Day	<ul style="list-style-type: none"> <li>• Lunch for 60 participants</li> <li>• 2 Main course items with other items, two bottles of water for each of 500 ml (Menu will be finalized with consent of Client)</li> <li>• Lunch will be served to the guests, speakers and participants as per consent of client in hall and there must</li> </ul>

				be space availability for service.
11	Development of the comprehensive report of the workshop	Service provider	Within five days of workshop	<ul style="list-style-type: none"> <li>• Services provider will submit first draft of report of workshop for approval of client (hard color copy &amp; soft)</li> <li>• Service provider will make changes in the report as per suggestions of the client after review and resubmit it.</li> </ul>
12	Submission of the report	Service provider	Within seven days of workshop	<ul style="list-style-type: none"> <li>• Service provider will submit the report to client for further approval (Hard color copy &amp; soft copies, Photographs, video clips and other media coverage newspaper and TV clips)</li> </ul>
13	Stationery and Book of Sindh R&R Policy, Flyer	Client	On Day of Workshop	<ul style="list-style-type: none"> <li>• Client will provide the one note pad with ball point, Policy book &amp; Flyer</li> </ul>
14	Funds release	Client	After workshop (10 working days)	<ul style="list-style-type: none"> <li>• 100% Payment will be made through cross cheque to Service provider on after the submission of comprehensive report</li> <li>• Service provider will provide invoices with all required documents / bills.</li> <li>• Taxes are applicable on services provider as per laws</li> </ul>

### Eligibility Criteria:

1. The vendor/service provider should be registered with relevant authorities (e.g., FBR, SECP, etc.).
2. The vendor/service provider should have at least 2 years of experience in organizing workshops, seminars, and training events.
3. The vendor/service provider should have a proven track record of successfully conducting similar events, with references from previous clients.
4. The vendor/service provider should have a team of experienced professionals, including event managers, trainers, and facilitators.

### Requirements:

1. The vendor/ service provider should submit a detailed proposal, including a concept note, methodology, and team profiles.
2. The vendor/service provider should provide a sample workshop plan and materials.