TERMS OF REFERENCE

Prequalification and Engagement of Training Institutions / Service Providers for Competency-Based Skills Development

Project Title	Economic Inclusion of Young Persons with Disabilities through Skills Development and Livelihood Opportunities in Sindh, Pakistan
Funding Agency	UNICEF Pakistan
Implementing Agency	National Disability and Development Forum (NDF Pakistan)
Coverage	Shaheed Benazirabad, Hyderabad, Sujawal and Karachi (including Korangi), Sindh
Target Group	Young persons with disabilities aged 18–30 years
EOI Reference	NDF/UNICEF/ELYPWD/EOI/2026/002
Application Deadline	12th November 2026 (for EOI/prequalification process)

1. Background

The National Disability and Development Forum (NDF Pakistan), with financial support from UNICEF Pakistan, is implementing the project “Economic Inclusion of Young Persons with Disabilities through Skills Development and Livelihood Opportunities in Sindh, Pakistan.” The project seeks to strengthen the economic empowerment and social inclusion of young persons with disabilities aged 18–30 years through market-driven skills development, vocational training, apprenticeships, internships, employment and self-employment opportunities.

NDF intends to prequalify competent, legally registered and experienced training institutions and service providers to deliver accessible, inclusive and competency-based vocational training across the target locations. These ToRs describe the expected service scope and performance requirements. Final trades, course duration, participant numbers, training locations, delivery schedule and financial arrangements will be confirmed by NDF in a subsequent assignment or service contract with selected providers.

2. Purpose and Objectives

The purpose is to engage qualified training providers capable of delivering practical, inclusive and labour-market-relevant skills training to young persons with disabilities.

- Provide competency-based vocational and technical training in selected trades identified through the labour-market assessment and beneficiary preferences.
- Ensure that training design, facilities, materials and delivery methods are accessible and responsive to different disability-related support needs.
- Strengthen participants’ technical, life, workplace-readiness and employability skills.
- Support linkages with employers, internships, apprenticeships, job placements and self-employment opportunities, as relevant to each trade.
- Maintain reliable documentation of participation, assessment, completion, certification and post-training pathways.

3. Geographic Scope and Target Participants

Services may be required in Shaheed Benazirabad, Hyderabad, Sujawal and Karachi (including Korangi), Sindh. The target participants are 140 young persons with disabilities aged 18–30 years identified and referred/approved under the project by NDF. The number of participants per course, disability profiles, course locations and timing will be specified by NDF in the relevant work order or contract.

4. Indicative Trades

Providers may propose one or more suitable trades based on their capacity and local demand. Indicative areas include:

- Information technology, computer skills and digital marketing;
- Graphic design and other digital skills;
- Tailoring, garment-making and related skills;
- Mobile phone repair and technical trades;
- Electrical, electronics and repair-related trades;
- Beauty and personal care;
- Handicrafts and product development;
- Food preparation and processing;
- Entrepreneurship, small-business management and self-employment; and
- Other trades identified through the labour-market assessment.

Note: The final list of trades, course content, duration, competency standards and delivery locations will be approved by NDF following review of labour-market demand, participant interests, accessibility and project requirements.

5. Scope of Work and Responsibilities

Training design and planning: Prepare a course plan for each assigned trade, including learning outcomes, competencies, modules, session plans, training calendar, practical exercises, assessment methods, required materials and trainer allocation.

Participant orientation and assessment: Participate in orientation and baseline/entry-level assessment as requested by NDF; confirm reasonable accommodations and individual support requirements with the participant and NDF, respecting dignity and confidentiality.

Training delivery: Deliver structured, practical and competency-based training through qualified trainers. Balance theory with hands-on practice and use accessible, learner-centred methods.

Accessibility and inclusion: Ensure training premises, learning materials, communication and practical activities are as accessible as reasonably required. Arrange reasonable accommodations in coordination with NDF and do not discriminate on the basis of disability, gender, ethnicity, religion or other status.

Equipment and consumables: Provide or make available the tools, equipment, software, materials, consumables and personal protective equipment necessary for the agreed course, as specified in the approved budget/contract.

Attendance and progress monitoring: Maintain daily attendance, participant profiles as authorized, training logs, progress records, assessment results and records of support or accommodations provided.

Assessment and certification: Conduct practical and theoretical assessments against agreed competencies, share results with NDF, and issue certificates or completion records where included in the approved assignment.

Employment and livelihood linkages: Where included in the assignment, facilitate employer engagement, workplace exposure, internships/apprenticeships, job interviews, enterprise information or referrals to relevant livelihood services.

Reporting and coordination: Attend coordination meetings with NDF, promptly report challenges or safeguarding concerns through agreed channels, and submit deliverables in the formats and deadlines agreed in the contract.

6. Expected Deliverables

Deliverable	Minimum contents
D1. Inception/course plan	Course outline, learning outcomes, methodology, timetable, trainer profiles, equipment/materials list and accessibility plan submitted before training begins.
D2. Training implementation	Training delivered in accordance with the approved calendar and agreed competencies; attendance and session records maintained throughout.
D3. Assessment and completion package	Entry/exit or competency assessment results, participant completion status, certificate copies/records where applicable, and feedback/evaluation summaries.
D4. Employment/livelihood linkage report	Summary of employer linkages, internships, apprenticeships, job or self-employment referrals supported under the assignment, where applicable.
D5. Final training report	A consolidated report with activities delivered, participant attendance and completion, sex- and disability-disaggregated data where available and appropriate, results, challenges, lessons learned, photographs only where informed consent has been obtained, and recommendations.

7. Duration and Schedule

The overall project implementation period is governed by NDF's agreement with UNICEF. The duration of each provider's assignment will depend on the trade, approved course design, participant numbers and location. The specific start/end dates, training hours and milestones will be stated in the work order or contract. Providers must not commence billable services until receiving written authorization from NDF.

8. Minimum Qualifications and Eligibility

- Valid legal registration with the relevant authority and ability to provide registration and applicable tax documents.
- At least three years of relevant experience in vocational training, skills development or livelihood programming.
- Qualified and experienced trainers and appropriate training equipment/facilities for the proposed trade(s).
- Capacity to provide accessible, inclusive training and reasonable accommodations for young persons with disabilities.
- Systems for attendance, assessment, monitoring, certification, record keeping and reporting.
- Evidence of relevant assignments, client references or performance records.
- Willingness to comply with NDF and UNICEF contractual, safeguarding, PSEA/PSEAH and child-protection requirements.

9. Safeguarding, PSEA/PSEAH and Code of Conduct

The provider and all personnel engaged in the assignment must uphold dignity, safety, non-discrimination and the best interests of participants. The provider shall comply with NDF and UNICEF safeguarding, PSEA/PSEAH, child-protection and code-of-conduct requirements; prohibit sexual exploitation, abuse, harassment, intimidation, exploitation and retaliation; maintain professional boundaries; and ensure that complaints or concerns are reported promptly through the channels designated by NDF. The provider must protect confidential participant information, obtain informed consent before taking or using images, and never condition services on favours, payments or personal relationships. Breaches may lead to suspension or termination of the assignment and other action in accordance with applicable procedures.

10. Monitoring, Quality Assurance and Acceptance

NDF may monitor training sessions, verify attendance and records, review training materials, seek participant feedback and conduct site visits. The provider shall cooperate with monitoring and make relevant records available upon reasonable request. Deliverables will be reviewed and accepted by NDF against the approved

work plan, agreed competencies, quality standards and contractual requirements. Corrective actions or revisions may be requested where deliverables do not meet agreed requirements.

11. Payment and Financial Conditions

The provider shall submit a cost proposal or quotation in the format requested by NDF. The final contract will specify the approved rates, taxes, payment milestones, supporting documents and any advance arrangements. Payments will be made against accepted deliverables and a valid invoice, subject to the signed contract and applicable financial procedures. No fee, rate, participant number or payment schedule is fixed by these general ToRs; these details will be agreed with shortlisted/selected providers before commencement.

12. Required Application / Proposal Documents

- Signed EOI/application on official letterhead and institutional profile.
- Legal registration and applicable tax documents.
- Proposed trades/courses, course outline, training methodology and indicative duration.
- Details of facilities, equipment, accessibility features and reasonable accommodations.
- CVs/profiles of trainers and technical staff.
- Evidence of relevant experience and client references, where available.
- Disability-inclusion and safeguarding/PSEA/PSEAH policies, or a signed commitment to comply.
- Indicative cost per participant or per course; bank details as applicable.

13. Submission and Selection Process

For the EOI/prequalification stage, applications must be submitted by 31 October 2026 to info@ndfpakistan.org or in hard copy to National Disability and Development Forum (NDF Pakistan), House No. A114, Housing Society, Nawabshah, Shaheed Benazir Abad, Sindh, Pakistan. Email subject: “EOI – Skills Development and Vocational Training Services – [Name of Institution]”. Late or incomplete submissions may not be considered. NDF may assess eligibility, relevant experience, trainer capacity, facilities, accessibility, proposed trades, references and compliance commitments. Shortlisting does not guarantee a contract.

14. NDF Contact Details

Email: info@ndfpakistan.org **Phone:** 0244-36105 / 0334-2825520

Website: www.ndfpakistan.org

Address: House No. A114, Housing Society, Nawabshah, Shaheed Benazir Abad, Sindh, Pakistan

15. Approval

These ToRs provide the general framework for prequalification and engagement of training providers. Assignment-specific details shall be confirmed in the final work order or service contract.

For NDF Pakistan	For the Training Provider
Name/Title: _____ Signature: _____ Date: _____	Name/Title: _____ Signature: _____ Date: _____