

DATE: 7/07/2026

REQUEST FOR PROPOSAL (RFP)
Consultancy for Evaluation of Career Counselling Programme – Muslim
Hands K–12 Schools

RFP Ref. No.: MHPK/CO/7/07/2026-1

General Conditions for RFP/Evaluation

1. Scope:

Muslim Hands invites Proposals for the services described and summarized in accordance with procedures, conditions and contract terms, as prescribed in the Evaluation documents. **Muslim Hands** reserve the right to vary the quantity of work/deliverables/report specified in the TORs without any changes in unit price or other terms and conditions and to accept or reject any, all, or part of submitted offers.

2. Language:

As determined by **Muslim Hands**, the working language of this Evaluation is English. Other languages will not be accepted.

3. Qualifying and Conditions:

The main criteria for admission to the Evaluation are as follows:

- a) Duly registered with FBR (Federal Board of Revenue), having Valid NTN (National Tax Number) and filer income tax return.
- b) Provision of evidence of financial soundness.
- c) Provision of evidence of technical soundness.
- d) Previous relevant Experience,
- e) Good track-record and references from previous clients
- f) Good team composition

4. RFP/Evaluation Basis:

- All RFP Documents must be completed in full; otherwise, the application will be disqualified.
- All Applicants will receive identical documents: No applicant should add, omit, or change any item, term or condition in original papers.
- If Applicants have any additional request and conditions, this shall be stipulated in a separate letter accompanying the bid.
- Each bid shall be valid for the period of 45-days from its date of submission.
- Bids shall be made in writing calculated in PKR only and clearly stated on the appropriate forms.
- All prices must inclusive of all taxes, compulsory payments, levies and duties, including Sales Tax (if applicable).
- The price schedule must include all information requested, including origin of materials.
- The applicant shall attach a detailed timetable for carrying out the works and propose ways and means to realize the works.

- **Muslim Hands** will not be liable for any damage to the applicant person or property in the event that something should occur. **Muslim Hands** strongly recommend that all applicants take extra precaution when visiting/delivering services.

5. Terms of reference (TOR):

The scope of assignment relates to services as per approved TORs (Attached as Annex -1) provided by **Muslim Hands**.

6. Payments:

Payment will be made as per agreed schedule of payment upon satisfactory delivery and technical evaluation report (if any) of the deliverables/work/report as per the TOR (Attached as Annex -1).

7. Performance Standards:

The services/work must be undertaken in accordance with all relevant rules, regulations and statutes currently in force in Pakistan.

8. Eligibility of Applicants:

Consultant/ Firm cannot apply if they:

- Are bankrupt or in the process of going bankrupt.
- Have been convicted for an offense concerning professional conduct.
- Have been guilty of grave professional misconduct (proven by any means, which the contracting authorities can justify).
- Have not fulfilled obligations related to payment of taxes.
- Are guilty of serious misinterpretation in supplying information.
- Are in situations of conflict of interest (with prior relationship to project or family or business relationship to parties on **Muslim Hands**).
- Were declared at serious fault of implementation owing to a breach of their contractual obligations
- Are on any list of sanctioned parties issued by the Pakistan Government, United Nations, and European Union.

9. Bid Evaluation:

The **Procurement Committee** will check the RFP/Evaluations to ensure that they contain no amendment to the terms or any other (calculation) errors. To assist in the examination, evaluation and comparison of bids, the **Procurement Committee** may, at its discretion, request clarification from the **Muslim Hands** staff or consultant.

1. **Technical Evaluation and Financial Evaluation:** The offers will first be evaluated on technical merits. The capacity of the company on the basis of submitted technical documents.
2. The financial evaluation subject cost of assignment given in the TORs.
3. **Other Evaluations:** After ranking companies according to financial and technical criteria, the **Procurement Committee** may take into account other criteria, including, but not limited to record of past performance, integrity, samples and community reputé, when assigning companies to the designated short list.
4. **The Consultant or Firm/s are advised to send Proposals as Single stage one envelop process.** Submit sealed envelopes through courier to **Muslim Hands** office address.

5. The envelope will be clearly marked with the name of project applied for, location/s of project, name & address of supplier/vendor.
6. RFPs/Quotes through fax, email or by hand will not be accepted.

9.1 Technical and Financial evaluation:

For the award of this consultancy, MHP has established evaluation criteria which govern the selection of offers received. Evaluation is made on a technical and financial basis as mentioned in the TOR (Attached as Annex -1).

10. Selection of RFP:

Selection of the successful applicant will be based on the ranking of companies according to technical and financial criteria, as well as any other criteria suggested by the **Procurement Committee**. Based on this the Committee will then make a recommendation.

11. Acceptance of Successful RFP:

Taking into consideration the recommendation of the **Procurement Committee**, **Muslim Hands** will make the final choice of the awarded firm. **(Muslim Hands)** will then send a letter of acceptance to the successful applicant. After submitted documentation from the selected firm has been verified, the firm will then be obliged to sign the contract for the stated amount. Any amendment to the award will be documented as an “Annex” to the contract and will be determined by **(Muslim Hands)**.

12. Delivery: Delivery must be made as per the schedule provided by MH of the sites/camps/location.

MHP will not be responsible for locating or securing any information that is not identified in the bid. Accordingly, to ensure that sufficient information is available, the bidder shall furnish, as part of the bid, any descriptive material such as extracts, descriptions, and other necessary information it deems would enhance the comprehension of its offer.

Technical proposal

S. No	Description		Detail	Remarks
01	Project ID (internal)			
02	Name of Firm			
03	Postal Address:			
04	NTN/STN No.			
05	Bank Account Details:		Title of account: Name of Bank:	
06	Year of Establishment With FBR Any Other			
07	Past Experience (in Years)			
08	Experience in providing (in years)			

09	Locations of already completed such activities & years			
10	Name of organizations your firm has worked with			
11	Proposed Duration of Project completion (in months)			
12	Proposed payment schedule			
13	Brief implementation strategy			
14	Other additional information you may share as supporting documents for the proposal			
15	Firm is requested to please share company profile along with proposal			
16	Disclosure of relationship with any employee of the firm within Muslim Hands.			
17	Disclosure of relationship of any vendors/supplier/firms with firms in same business/profession.			

Name: _____

Signature & Stamp: _____

13. Specific Terms & Conditions:

Preference will be given to bidders possessing specific past work experience. **Procurement Committee** reserves the right to cancel/reject any or all offers without assigning any reason and it can't be challenged in any court of law.

1. Payment will be made on satisfactory delivery of Deliverables/Services /completion of work through online or cheque after deduction of applicable taxes.
2. Bid price must be **inclusive of delivery costs and all admissible taxes** while relevant taxes will be deducted at source. Copies of NTN numbers must also accompany in submitted bids.
3. **Procurement Committee** reserves the right to alter the quantity (**order may be issued in full or partial**), if required.
4. An agreement will be signed with successful bidder(s) for timely supply of appropriate quality items and method of payment. Failure to meet the conditions of the agreement

will result in cancellation of the agreement at the risk and cost of the vendors/supplier/firms.

5. In case the deliverables are delayed, (Muslim Hands) will impose a **penalty of 5% per day for delayed work and will impose penalty of 5% on total contract amount** if provided **low quality/substandard report/deliverables**.
6. RFP Offers must be valid for minimum 45 days after the bids opening.
7. RFP publication does not constitute any commitment on part of (Muslim Hands) unless a written agreement is signed between both parties.
8. The prices should be quoted on the letter head of the Consultant or firms in the given format, and all other supporting documents should be attached with it.
9. Lowest price will not be the **sole criteria; quality, capacity, approach of the Consultant/Firm, delivery time and previous relevant experience** will also be considered.

The last date for submission of sealed bids (Technical & Financial) is on

Tuesday July 28th 2026, before 1700hrs.

“Bids submitted after the stipulated date and time will not be entertained as per Muslim Hands policy”

Address for submission of sealed bids:

Procurement Committee:

**Muslim Hands Country Office, Muhammad Subhan Plaza, First Floor, Kuri Road, New Mal, Chak Shahzad (Bahria Enclave Road), Islamabad.
Phone # 051- 5402061-3**

Terms of References (TORs)

Consultant for Evaluation of Career Counselling Programme – Muslim Hands K–12 Schools

1. Background

Muslim Hands has introduced a comprehensive career counselling programme across its K–12 schools, integrating work-based learning, skill development pathways, and technical/vocational education. With rapid changes in labour markets and the growing influence of AI, it is essential to evaluate whether the programme is equipping students with the skills, awareness, and adaptability required for employability, entrepreneurship, and informed career choices.

2. Purpose of Consultancy

The consultant will lead an independent evaluation of the Career Counselling Programme to assess its effectiveness, relevance, and impact. The consultancy will provide evidence-based recommendations to strengthen programme design, delivery, and alignment with future workforce needs.

3. Objectives

The consultant will:

- Assess career awareness, aspirations, and decision-making among students.
- Evaluate exposure to work-based, technical, and vocational learning opportunities.
- Measure development of 21st-century skills, including digital and AI literacy.
- Review the quality and consistency of counselling processes.
- Examine industry linkages and partnerships.
- Evaluate inclusivity, ensuring equitable access for girls, vulnerable groups, and SEND students.
- Identify gaps and propose strategies for strengthening future-ready pathways.

4. Scope of Work

The consultancy will cover:

- All MH K–12 schools implementing career counselling.
- Students across primary, secondary, and higher secondary levels.
- Stakeholders including students, counsellors, teachers, school leaders, and industry/technical partners.

5. Key Tasks

The consultant will be responsible for:

1. Designing evaluation tools and methodology (mixed-methods approach).
2. Conducting surveys, interviews, focus groups, and observations.
3. Reviewing programme documents, manuals, and counselling processes.
4. Developing a Career Readiness Dashboard and Student Pathway Analysis.
5. Preparing case studies highlighting best practices.
6. Producing a comprehensive evaluation report with actionable recommendations.

6. Deliverables

- Inception Report (evaluation design and methodology).
- Data Collection Tools and Fieldwork Plan.
- Career Readiness Dashboard (school-level).

- Student Pathway Analysis.
- Case Studies of best practices.
- Final Evaluation Report (Impact, Effectiveness, Recommendations).

7. Timeline

The consultancy will be completed within **4 weeks**:

- Week 1: Design and inception.
- Weeks 2 - 3: Data collection.
- Week 4: Analysis, reporting, and presentation.

8. Required Qualifications

- Advanced degree in Education, Social Sciences, Development Studies, or related field.
- Proven experience in programme evaluation, preferably in education or career counselling.
- Strong understanding of labour market trends, AI integration, and future of work.
- Expertise in mixed-methods research and data analysis.
- Excellent report writing and presentation skills.
- Familiarity with inclusivity frameworks and gender-sensitive approaches.

9. Governance & Reporting

The consultancy will be overseen by **Muslim Hands Country Office (CO)**, with technical support from the Monitoring & Evaluation Team. The consultant will report directly to the CO and engage with key stakeholders including schools, counsellors, and industry partners.

10. Application Process

Interested consultants are invited to submit:

- Technical proposal (understanding of TORs, methodology, work plan).
- Financial proposal (budget breakdown).
- CV highlighting relevant experience.
- At least two references from similar assignments.