**Cover Letter**

To Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Senior Manager Aawaz II

The British Council

Pakistan

**Subject: EOI for Monitoring Partner Aawaz II**

Dear Sir,

1. The undersigned, being duly authorized to represent and act on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby applies to be considered for the project cited above and encloses one original of EOI application forms along with all the required documents, and declares & agrees the following:

(a) I have examined and have no reservation to the EOI document.

(b) I understand that the British Council may cancel the EOI process at any time and that The British Council is not bound either to accept any application that it may receive or to invite the considered applicants for further in-depth assessment and contacts for this EOI, without incurring any liability to the applicants.

(c) Proposals against this EOI by shortlisted applicants will be subject to verification of all information submitted along with the EOI.

(d) The British Council reserves the right to amend the scope and value of any partnership under this project in consultation with the applicant.

(e) The applicant and any of its senior management including BOD are not blacklisted by government or any donor agency or financial institution.

1. The British Council and its authorized representative(s) may contact the following person(s) for further information, if needed:

Person(s) to be contacted: Email Id: Telephone No:

1. The undersigned declares that the statements and the information provided in the attached EOI document(s) are complete, true and correct in every aspects.

Signed:

Name:

Designation:

Date:

**British Council**

**Aawaz II**

**Partnership Application Form**

**EOI # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** *(Only for office use)*

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| **Section 1: Basic Information of Applicant** | |
| Name of Applicant/Organisation: |  |
| Head Office Address: |  |
| Other Offices: |  |
| Year of Establishment: |  |
| Legal Status: |  |
| Registration Details (Type of registering authority, number, year): |  |
| Permission/ NOC from competent Government authorities to conduct field verifications, collect data and conduct research | (If yes, please share details) |
| Key contact person(s) details: *(Name, Designation, CNIC Number, Contact Number office and cell, Email ID)* |  |
| Website Address: |  |
| Mission/Purpose: |  |
| NTN and STRN Number |  |
| Current sector of work: |  |
| Key Management Details: | *(kindly attach the list of all key staff members including BOD i.e. Name, Designation, Contact Number, Email ID)* |
| Previous Experience in Monitoring/field verifications, data management and tech solutions *(in Years)* |  |

**Section 2: Expertise of Firm/Organisation**

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| 2.1. Brief company profile, including relevant past experience, area of expertise, overall capability including company setup in terms of equipment & services along with daily capacity. Demonstrate capability to execute different kind M&E activities such as: tool development, provide digital solutions, and undertake data collection and management, data portal management, sampling and analysis techniques, field monitoring/physical verification drives in listed districts, design and conduct surveys. **(maximum 5 pages)** |
|  |
| 2.2. Confirm ability to work across Punjab and Khyber Pakhtunkhwa (45 districts in total) and list three previous/current projects along with their geographic spread/location. |
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| 2.3. Share document/ evidence of permission/NOC by Government of Pakistan’s competent authorities to operate in Pakistan and collect data, conduct field verification drives and surveys. |
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| 2.4. Track Record and Experiences: Provide the following information regarding experience within the last five (5) years which are related or relevant to those required for this Contract. Additionally provide feedback from three previous clients.   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Name of**  **project** | **Client** | **Contract**  **Value** | **Period of**  **activity** | **Types of**  **activities**  **undertaken** | **Status or**  **Date**  **Completed** | **References**  **Contact Details**  **(Name, Phone,**  **Email)** | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |
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| 2.5. Please share a brief account of your organisation’s relevant past experience in all of the following:  a) monitoring/ third-party data verification, b) quality assurance and c) measuring performance (of a large-scale project/organization) against KPIs and highlight key achievements d) MIS development and data management  The response must include comprehensive details of three separate relevant past experiences/projects undertaken by the organization. The key required details for each experience/project:   1. Brief description of project (Name, Donor, project dates) 2. Data management (MIS), third-party verification work (field and digital) undertaken 3. Delivery timelines 4. Approximate budget 5. Key deliverables   (**maximum 6-8 pages**) |
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| **Section 3: Approach and Methodology** |
| Title of Proposed Project: Aawaz II |
| 3.1. Briefly describe objective of proposed partnership with British Council |
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| 3.2. List key expected outputs and results partnering with British Council through this project |
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| 3.3. Describe your proposed field monitoring methodology and digital-technology solution for meeting Aawaz II third-party verification goals, keeping in mind the appropriateness to local conditions and project environment (rural and remote areas of KP and Punjab). The response should include:  1) A broad monitoring approach for each key activity described in the EOI.  2) Detail Digital Technology Solution for verification of activities  3) Key features of the proposed MIS system for Aawaz II  3) Proposed field team and structure (for regular, all year round, monitoring in each district)  4) Internal technical and quality assurance review mechanisms (to ensure data quality and authenticity) |
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| 3.4. Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team. |
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| 3.5. Aawaz II requires monitoring teams to be available in intervention districts, for regular monitoring of activities. Monitors should be capable of conducting quantitative and qualitative data collection activities (in line with details provided in the EOI). Please share details of either existing presence, or your proposed plan for making field teams available for field level monitoring. |
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| 3.6. Please define and explain the value addition you will be making to the project (can be in terms of digital technology, employing existing equipment, knowledge exchange, research expertise/capacity etc) |
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| 3.7. A) Share resumes of key personnel who will be involved in this project (**maximum 2 pages each**).  B) Share make up of each field team per district (proposed number of personnel per district and their core function) |

**Section 4: More Background Information**

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| 4.1. Confirm availability to partner with Aawaz II from April 2020-Dec 2024: |
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| 4.2. Explain your current Finance, HR, Information & Data Privacy Management and company policies briefly and how they will be applied to this project. |
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| 4.3. Attach an organisation chart, audited financial statements with management letter for two years. |
| 4.4. Three references including complete contact information: (*Existing or previous clients*) |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Name of Contact Person** | **Designation** | **Name of Client Organisation** | **Email** | **Contact Number** | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |

**Section 5: Bank Details**

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| Account Title: |  | | | IBAN Number: |  |
| Bank Name: |  | | | Branch Address: |  |
| Branch Code: |  | Phone # |  | Fax # |  |
| Name(s) of Authorized Signatories: | | | | | |

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| **Section 6: Any Other Information** |
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| **Section 7: Declaration from Applicant:** |
| By affixing my signature below, I certify that to the best of my knowledge, the information provided in this application is accurate and correct. |
| Submitted by (*Name and Title*): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Stamp: \_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Note:**

* The funding will be subject to British Council rules and regulations and availability of funds
* All British Council branding and marking regulations will apply
* The British Council reserves the right to accept/reject any of the applications submitted
* Shortlisted organisations will be invited for a workshop session at British Council where programme details, M&E requirements and current set up will be shared and queries will be answered. These organisations will then be expected to formulate a definite M&E solution for Aawaz II and submit a final, detailed proposal along with required documentation (details will be shared during the workshop)
* Incomplete application or late submissions will not be considered
* Refer to Call for EOI for complete details and guidance.
* Direct queries at : [aawaz.britishcouncil@gmail.com](mailto:aawaz.britishcouncil@gmail.com)
* Submit complete application with documents at: [aawaz.britishcouncil@gmail.com](mailto:aawaz.britishcouncil@gmail.com)

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| **Section 8: Checklist of Documents Required** | | |
| **Particulars** | **Attached**  (Y/N) | **Note**  (Reason for non-submission) |
| Registration.  *(Documents defining the legal status of the organisation)* |  |  |
| Resolution of Governing Body to apply for Partnership.  *(Must include: Contact Person, Person authorized to sign documents on behalf of applicant; and the applicant’s willingness to comply to The British Council requirements related to Partnership management, financial management and audit)* |  |  |
| Governing Document.  *(Charter/Bylaws/Memorandum & Articles of Association etc.)* |  |  |
| List of Governing Body Members Names. |  |  |
| List Names of Top Management. |  |  |
| Organisation all Standard Operating Policies or Manuals |  |  |
| Donor/Client References *(Minimum 3)* |  |  |
| Latest Audit Reports with Management Letter.  *(Minimum Two Years) where applicable* |  |  |
| NTN and STRN Certificate. |  |  |
| Certified Bank Statement.  *(Last six months)* |  |  |
| NOC/Permission by competent authority of Government of Pakistan to conduct field verification, data collection activities |  |  |

**The British Council Staff Reviews:**

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| **Staff Details** | **Name** | **Date** | **Comments** |
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