

# Request for Proposal (RFP)

**Release Date:** April 11, 2026

**Purpose(s):** -

1. Provide technical expertise for reviewing and improving legislative frameworks related to women workers
2. Facilitate stakeholder engagement for policy advocacy

Submitted by: Baidarie

## 1.0 . Introduction

Baidarie Sialkot ( Punjab ) ( <http://Baidarie.org.pk> ) is a non - government and non - profit , civil society organization registered under Social Welfare Agencies ( Registration & Control ) Ordinance 1961 with the Social Welfare Department , Punjab in the year 2000.

With the financial support of UN Women Pakistan, the organization is in implementation of the project titled “Catalyzing Growth for Women Economic Empowerment in District Sialkot (Punjab) Pakistan” for the period from October 01, 2025 to February 28, 2027.

## 2.0. Instructions to Offerors

**Baidarie,**

House # 13/7-B Model Town Ugoki,  
Tehsil & District Sialkot

**Specifications:** Section 3 contains the technical specifications / requirements.

**Quotations:** Prices must be quoted on a lump - sum, all - inclusive basis (including: insurance, inspections, transportations, taxes etc.). Offers must remain valid for not less than **30 days** after the offer deadline.

**Negotiations:** Best-offer proposals are requested. It is anticipated that awards will be made solely on the basis of these original proposals; however, BAIDARIE reserves the right to conduct negotiations and / or request clarifications prior to awarding a contract.

**Evaluation and Award:** The award will be made to a responsible offeror whose offer follows the RFP instructions and is judged to be the most advantageous in terms of the required assignment. Only those offers will be considered who meet or exceeds the requested specification.

BAIDARIE may (a) reject any or all bids; (b) accept other than the lowest cost bid. (c) Accept more than one bid, (d) accept alternate bids , (e) accept part of the bid instead of whole and (f) waive informalities and minor irregularities in bids received

**Terms and Conditions:** Issuance of this RFP does not in any way obligate BAIDARIE to award a purchase order, nor does it commit BAIDARIE to pay for costs incurred in the preparation and submission of a proposal. This solicitation to subject to BAIDARIE standard

terms and conditions. Any resultant award or lease will be governed by these terms and conditions

**Invoicing:** Upon the acceptance of the contract deliverables described in Section 3, the Subcontractor shall submit. An original invoice to the office of Baidarie for payment. The invoice shall be sent to the following address:

**HR & Admin Department**

**Baidarie**

House 13 / 7 - B Model Town Ugoki

Tehsil & District Sialkot

To constitute a proper invoice, the invoice must include the following information and / or attached documentation; the information will assist in making timely payments to the Company

1. Company legal name, NTN number, invoice date, and invoice number.
2. Deliverable (s) number, description of approved deliverable (s), and corresponding fixed price
3. Bank account information to which payment shall be sent and method of payment.

The BAIDARIE office will pay the company invoice within thirty (30) business days after both

- a. BAIDARIE approval of the company deliverables
- b. BAIDARIE receipt of the company invoice

Payment will be made in Pakistani Rupees (PKR), paid to the account specified in the invoice.

**Delivery:** The delivery terms are to deliver the services ordered within mentioned time frame in section 3.0. The delivery estimate presented in an offer in response to this RFP must be upheld in the performance of any resulting contract.

**3.0 Technical Specifications:**

Section 3 contains the technical specifications and requirements of the commodities. Line items are broken down into individual technical specifications.

Technical specification and requirement line item listed here under.

**A. Scope and Duration of the assignment.**

The consultant will be responsible for designing, facilitating, and documenting the following two key activities:

**Activity 1: Consultative Workshop for Legislative Review and Improvement**

- Design and facilitate a one-day consultative workshop with 25 participants review existing federal and provincial laws in Punjab, including:
  - Punjab Home Based Workers Act 2023
  - Women protection laws
- Analyze implementation gaps, bottlenecks, and challenges
- Facilitate multi-stakeholder discussions

- Develop practical and actionable recommendations

**Participants Include:**

- Punjab Labour & Human Resource Department
- Labour law experts
- Women worker groups & trade unions
- Home-based workers (HBWs), PWDs, minority representatives
- Media and civil society organizations

**Expected Output:** A set of evidence-based recommendations for strengthening legal frameworks and advocacy efforts.

**B. Responsibilities of the Consultant**

The consultant will deliver:

- Develop orientation material for the workshops
- Design workshops and steer the proceedings
- Presentation on comparative law, policies, implementation bottlenecks during the workshop
- Facilitate the discussion and guidance during group discussion for workable solutions and recommendations to improve implementation of laws and policies in respect of women workers
- Develop a consolidated report covering all three events by incorporating all important aspects including key discussions, recommendations and way forward.
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**C. Responsibilities of Baidarie**

All administrative and logistic arrangements for activities will be managed by Baidarie, the consultant will be required to produce soft copies of the material / presentations and reports. He will be responsible to deliver presentations, facilitate discussions and to conclude sessions in order to achieve the deliverables of this consultancy.

Best Regards,  
**Muhammad Hussain Siddiqui**  
HR & Admin Manager  
Baidarie  
0336-7081992

**Deadline**

The RFPs for the required consultation services is open for all till 15<sup>th</sup> April 2026.