

**Subject: Minutes of the Pre-Bid Meeting – Behavior Change and Capacity Development Program (PK-LG& CD-526832-NC-RFB)**

Punjab Rural Municipal Services Company (PRMSC) has invited bids for Behavior Change and Capacity Development Program by publishing Specific Procurement Notices (SPN's) - Request for Bids, in combined edition of leading national dailies both English and Urdu and its uploading on PRMSC and Local Govt official websites. As scheduled in SPN, a hybrid Pre-bid Meeting was held on 10<sup>th</sup> March, 2026 in which potential bidders participated physically as well as through virtual platform namely "**Zoom**" whose Weblink, Meeting ID and Passcode were provided in the Notice. The meeting was attended by the officials/technical resource persons of PRMSC & representatives of potential Service Providers who chose to attend.

**Proceedings of Meeting:**

2. The Sr. Manager Procurement with the assistance of Social & BCC Specialist and technical resource persons, briefly explained the scope of the assignment which were duly made public in the Procurement Document that was uploaded on the website of the Company for free downloading. The uploading of Procurement Document was duly referenced in the Specific Procurement Notice. The "Terms & Conditions" related to bids' submission and selection of the Service Provider, thereof, were also appraised, concisely besides underscoring the importance of the assignment.

3. Accordingly, the following table provides all queries by the prospective bidders and replies thereof by the Company:

<b>Sr. No.</b>	<b>Query</b>	<b>PRMSC Response</b>
1.	The ToR under section "E key staff" states that " 21. <i>The quality of staff, expertise, and their numbers shall be key factors in the evaluation of the proposal, and that firms may propose the inputs required to execute the assignment in line with the defined objectives while being mindful of the budget and procurement process adopted for the outsourcing</i> ". Could you please confirm whether firms are permitted to propose additional positions or budget lines, if deemed necessary for the quality execution of the assignment? If so, would proposing additional staff have any implications for the evaluation or scoring of the proposal?	Price Activity Schedule quantities.
2.	In the case of a Joint Venture (JV), would it be permissible for the JV to engage a downstream partner for implementation?	Section-I Instructions to Bidder "Eligible Bidders"
3.	Could you please confirm whether the bid security can be submitted through a pay order or demand draft?	Section-II Bid Date Sheet ITB 20.1

Sr. No.	Query	PRMSC Response
4.	<p>Section IV-Bidding Forms, Page-60 "Services"</p> <p>Please explain the documentary evidence mentioned here. What documentary evidence is required and how is it to be elaborated here under "Services"?</p>	<p>Section III – Evaluation and Qualification Criteria</p>
5.	<p>Section IV-Bidding Forms, Page-61 "Method Statement"</p> <p>"The Bidder shall submit comprehensive and concise Environmental and Social Management Strategies and Implementation Plans (ES-MSIP) as required by ITB 12.1 (h) of the Bid Data Sheet.</p> <p>These strategies and plans shall describe in detail the actions, materials, equipment, management processes etc. that will be implemented by the Service Provider, and its Subcontractors."</p> <p>The Bid Data Sheet does not have any 12.1 (h). Please provide the correct reference.</p>	<p>Section III – Evaluation and Qualification Criteria</p>
6.	<p>Section IV-Bidding Forms, Page-61 "Method Statement"</p> <p>Is method statement to manage cyber security risks is required from the bidders?</p>	<p>Section III – Evaluation and Qualification Criteria</p>
7.	<p>Page-85, C.1, Section A, a and b</p> <p>What are project disclosure and village initiation activities?</p>	<p>These include the meetings with community members for information dissemination of the project.</p>
8.	<p>What are post-exposure activities?</p>	<p>Post-exposure activities refer to the field activities which will be conducted after delivery of 06 session. These will include family festivals, healthy child and mother competition, village walks, etc. In the first lot of 500 villages, these will be conducted for 06 months; in the remaining 300 villages, such activities will be conducted for 03 months.</p>
9.	<p>What is the time/number of months allocated for COs and Vos formation?</p>	<p>The firm is required to provide a detailed work plan.</p>
10.	<p>Will the sessions start after the formation of COs and Vos?</p>	<p>Yes, sessions will start after CO &amp; VO formation.</p>
11.	<p>What will be the steps and process of formation of COs and Vos?</p>	<p>Conducting corner meetings, taking nominations, and obtaining consent from the community.</p>

Sr. No.	Query	PRMSC Response
12.	<p>Page-85, C.1, Section A, "a" line no. 9 Following is stated in the RFB: "For the first 6 months, there will be a monthly BCC session in each settlement of each revenue village for 6 months, each session will cover one module.</p> <p>Will the sessions start before the formation of COs and Vos because the formation of COs and Vos will take some time but the sessions have been envisaged to start from the first month?</p>	No, the sessions will start after CO & VO formation. For campaign sessions, the first exposure will be considered as the first month.
13.	Page-86, "h" of C.1: Detailed Scope of work: Implementation of the BCC Strategy mentions the minimum acceptable qualification of SMs to be masters in social sciences while Bid Data Sheet ITB 31.2 on page 37 mentions the required qualification of SM to be a bachelor's degree in Social Sciences and field level experience. Please clarify that which one true?	16 years education i.e. BS (Hons), MA, BA (Hons) etc.
14.	Baseline is missing from the Price Activity Schedule. Should we add this?	not required
15.	What components are included in the Media Campaign – In BCC Strategy each of the Interpersonal Exposure must be followed up with a Multimedia Exposure (Regional TV, social media, Pre & Post Stories from Field). Shall we include this into the activity schedule?	not required
16.	What will be the mode of data collection from the field? Will PRMSC provide any software package based on their MIS requirements or will the bidder have to develop their own system like in the pilot phase?	PRMSC will develop its own system
17.	Section III states 'The bidder must provide the documentary evidence (copies of valid/verifiable award notifications/ contract agreements/completion or substantial completion certificates/ satisfactory performance certificates) of the assignments carried out.' Does this relate to all experience requested under 'Qualification', or just the examples requested under 'specific experience'?	Section III – Evaluation and Qualification Criteria

Sr. No.	Query	PRMSC Response
18.	As 12.1 (h) has been deleted from the BDS, it is not clear if the Employer requires bidders to submit Environmental and Social Management Strategies and Implementation Plans as detailed in the Method Statement section (pg. 61)?	Section III – Evaluation and Qualification Criteria
19.	In line with ITB 12.2 (h), Bidders are expected to submit the Code of Conduct form provided in Section IV. However, this form states that the Bidder has 'signed a contract with [the Employer]'. Should Bidders fill this in as part of technical proposal, or should this be filled in after contract award?	Section III – Evaluation and Qualification Criteria
20.	Milestones and related payments are given in the Special Conditions of Contract (Section IX). Are these to be adopted as they are by Bidders, or are Bidders expected to make suggestions for amendments?	Section IX - Special Conditions of Contract Clause 6.4
21.	If two bidders share the same Chairman and/or have overlapping board members, would this constitute a conflict of interest? If so, kindly advise on possible measures to avoid such a conflict. Does this apply to sub-contractors as well?	Bidders with common ownership or overlapping board members may be considered to have a conflict of interest under procurement regulations and may be disqualified if found to be not independent; therefore, each bidder (including sub-consultants) must demonstrate full independence in preparation and submission of proposals, as per the RFP provisions.
22.	The RFB document mentions a Bid Security of PKR 16,000,000. Could you please clarify the basis or methodology used to determine this amount?	Section-II Bid Date Sheet ITB 20.1
23.	Typically, bid security is calculated as a certain percentage of the total project budget. However, the total budget has not been specified in the RFP document. Could you kindly share the estimated total budget for this assignment?	Not to be disclosed
24.	The bidding document provides the tehsil-wise total number of villages to be covered over the entire project duration, which amounts to 2,009 villages. However, under the current bid, only 1,000 villages (800 new villages and 200 previously intervened	It will be provided later on

Sr. No.	Query	PRMSC Response
	villages by the previous partner) are to be covered. The details of these 1,000 villages have not been provided in the bid document. It would be helpful if the tehsil-wise distribution of these 1,000 villages could be shared prior to the submission of the technical and financial proposals.	
25.	Will the baseline survey be conducted by the selected firm, or has it already been conducted by PRMSC?	No, the firm will not be required to conduct baseline survey.
26.	How many Community Organizations (COs) are required to be formed within the catchment area of each village in order to establish a Village Organization (VO)? Is there a fixed requirement (e.g., 6 or 8 COs), or can the firm propose the number of COs based on the number of households within the village/VO catchment area?	Each CO will be a representative body of 50 HHs. The detail has been comprehensively provided in the TORs.
27.	RFB document mentions Lahore and Multan as venues for the training of COs and VOs. Could you please clarify the rationale for selecting these locations? Would PRMSC allow the training of COs/VOs to be conducted at the village or Union Council (UC) level instead?	Training sessions for SMs and representatives of COs have been proposed at Lahore and Multan. Village-level activities have already been proposed there.
28.	The term "nudges" has been mentioned in the budget sheet. Could you please clarify what activities or interventions are included under this heading?	Nudges are the prompts for inducing required behaviors. These can be stickers or other prompts. The cost for each nudge may be limited to Rs. 100.
29.	The format for the Work Plan is not included in the bidding documents. Kindly share the required format for submission.	It is not defined. The bidders may provide in the form of gantt chart with proper explanation.
30.	Who will be responsible for conducting the Fidelity Assessment, the implementing firm or PRMSC?	The firm will be required make arrangements for joint visits.
31.	What will be the frequency and expected number of family festivals and similar community engagement activities during the project period?	3 sessions with 300 participants each.
32.	Is the PSEA (Prevention of Sexual Exploitation and Abuse) training included as part of the Training of Trainers (ToT), or should it be planned and budgeted as a separate activity?	It can conducted with the TOTs.
33.	The budget sheet mentions 76 vehicles. Could you please provide the breakdown of these vehicles? For example, 16 for supervisors and 53 for social mobilization	Yes, the remaining will be used for monitoring visits and HO staff at HO level.

Sr. No.	Query	PRMSC Response
	teams, who will utilize the remaining vehicles?	
34.	Are the projectors mentioned in the budget sheet intended for field offices, or are they meant to be used by staff during field activities?	Projectors will be used for field activities.
35.	The proposed staffing structure does not include key positions such as an MIS Officer and an M&E Officer. Would it be permissible to propose additional positions within the PMU? Similarly, there is no dedicated Gender Specialist position. can such a position be included?	the post of Gender Specialist is not required; the same responsibilities have been given to the Behavior Change Specialist.
36.	Is the firm required to hire AoCs from the 200 pilot revenue villages as well, or should AoCs only be recruited for the 800 new villages?	Identification of AOCs is required for the prospective 800 villages and in the remaining villages of pilot phase.
37.	Could you please share the Terms of Reference (TORs) for the AoCs? what will be the monthly remuneration for each AoC, and for how many months will they receive this remuneration?	The remuneration and TORs of AOCs will be provided later on. The payment will be directly given by the PRMSC to the AOCs.
38.	As per the document, AoCs will be selected by the firm, but their payments will be processed through PMRSC. Since the firm will not have direct financial accountability over them, this may create operational challenges. Would PRMSC consider allowing the payments to be processed through the implementing firm instead?	No
39.	What will be the intended use of the anthropometric data that AoCs will collect?	The data will be used to monitor the prevalence of child stunting.
40.	Could you please share the key lessons learned from the pilot phase of this initiative?	Highly generalized question.
41.	What should be the minimum qualification for a Social Mobilizer, a bachelor's degree or a master's degree?	Bachelors in social science, having 16 years education.
42.	Who will be responsible for monitoring and validating the data collection process?	The firm will make arrangements for the validation of their data before submission to the PRMSC.
43.	The format for submission of CVs is not included in the bidding documents. Kindly share the required format.	The CVs may be shared in a simple format mentioning the particulars of the individual with his/her degree passing year, and the experience of the individual with their company names and number of years served etc. Sample of CV attached.
44.	The budget format includes a line item for the Endline Survey only. Does this mean that a Baseline Survey has already been	There is no requirement for baseline survey.

Sr. No.	Query	PRMSC Response
	conducted, or is there no requirement for a baseline under this assignment?	
45.	The document mentions that 15% of the final payment will be outcome-based. Who will be responsible for verifying the achievement of these outcomes? Will this verification be conducted as part of the Endline Survey, or will PRMSC engage a separate third-party firm for this purpose?	PRMSC will conduct such evaluation either directly or through a third-party firm.
46.	Will the decision of the adjudicator be binding both on the employer and the service provider?	Yes
47.	Page-40, (k) if required by the Employer, Environmental and Social (ES) past performance declaration (see below at the end of this section); and" Could not trace anything related to the ES at the end of section-3, please guide?	Code of Conduct for Service Provider's Personnel Form (ES)
48.	Page-75, what is the Exposure Kit?	SM kit includes the flipchart board, its stand, a bag to carry flip charts, display material etc.
49.	Page-76, D.2.2, please explain the units (106) and how these have been calculated?	Based on the activities and their time schedule the SMs have been calculated.
50.	Page-76, could any change be made in the Description of Services, Quantity and/or Frequency of the Price Activity Schedule?	Price Activity Schedule
51.	Page-90, "C" - All documents, equipment, vehicles, office furniture, software purchased for project, facilities related to the assignment are, and shall remain the property of the Company after completion of the assignment, for which registration and licensing should be named to the Company. What is meant by facilities?	physical or operational resources provided or established for the project to carry out the assignment
52.	Page-140, 8.2.3 "The Adjudicator shall be paid remuneration as approved by the Competent Authority". Who will pay the Adjudicator?	The Consultant
53.	Page-76, D.2.1 to D.2.3 – is the unit months or persons?	These would be number of persons.
54.	Page-76, B.3 – Please explain the number 169 and how it has been arrived at?	Each session will include 40 participants. So, a total of 20 COs will be trained. Similarly, to cover all the COs 169 number of sessions are required.
55.	Page-76, B.5, how the figure of 40 households has been arrived at? Please guide.	These are not households, these are number of training sessions. Each session consisting of 40 AOCs.

Sr. No.	Query	PRMSC Response
56.	Page-75, Price Activity Schedule – What is BCCO? It is not mentioned elsewhere as key or non-key personnel?	BCCO means Behavior Change & Communication Officers employed by PRMSC.
57.	Page-75, B-6 - Are AM and TM two designations?	AMs will be Assistant Managers from prospective firm and Tehsil Managers are from PRMSC.
58.	Page-89, Is one million women in 100 villages, which comes to around 1000 women per village, a bit unrealistic? As per the RFP, about half of the 1000 villages have a population of 150 to 200 households (page 86).	No, the indicator is from the whole project of 2000 villages.
59.	The corrigendum is dated 5 <sup>th</sup> March 2025 but uploaded on PRMSC website on 9 <sup>th</sup> March and the pre-bid meeting is scheduled on 10 <sup>th</sup> march so due to such short time we could not fully go through the RFP document and may have missed some important queries. Our submission is to extend the time for pre-bid meeting and subsequent the proposal submission timeline which is immediately after Eid holidays.	Extended till 30 <sup>th</sup> March, 2026.
60.	Loan Agreement amount: US\$ 442.40 Million Is there any maximum or minimum budget range of the BCCD component of the PRSWSSP Programme?	Not to be disclosed
61.	Should the USB contain the Technical Proposal or the Financial Proposal as well? And should it be sealed and placed inside the original Technical Proposal envelope?	On separate envelopes
62.	In case of a JV, whether separate Qualification Information Form of all JV partners will be filled or is it required only for the Lead Partner?	Section III – Evaluation and Qualification Criteria
63.	Is there a specific format for this section or any narrative or tabular form will be acceptable?	Forms of Bidding Documents
64.	The Activity Schedule in the Request for Bids (RFB) defines the budget lines for cost estimation. Kindly clarify whether bidders may add additional cost lines required for project implementation both for program costs and operational costs e.g., additional support / professional staff members?	Price Activity Schedule
65.	Kindly clarify whether bidders are allowed to include organizational overheads or indirect costs and Applicable Taxes in the Activity Schedule?	Financial Proposal must include all the direct and indirect costs.
66.	If 60 represents the number of participants, kindly clarify the criteria or methodology	An estimated no. of 60 participants have been calculated. 16+16 Male &

Sr. No.	Query	PRMSC Response
	used for this calculation. Our understanding is that only selected few BCCO and Area managers would be invited?	Female BCCOs. 16 Tehsil Managers, and remaining staff from Head Office.
67.	If this assessment is a budgeted activity, the scale and volume of work need to be clearly defined. The TORs do not specify the number of days, required personnel, or equipment/resources needed to carry out this activity.	Details have now been provided in the breakup of activities.
68.	What is the specification of the SM Exposure kits? So that we budget it accordingly	SM kit includes the flipchart board, its stand, a bag to carry flip charts, display material etc.
69.	Is this activity intended to be a workshop? The TORs do not clarify the duration of the workshop, the total number of participants, or the profile of attendees.	Yes, this will be a one-day workshop.
70.	How many days are allocated for one training event?	It will be a 02 days event.
71.	In the Unit column, the activity is titled as "meeting." Please clarify whether this refers to a meeting, training, or an exposure visit. Additionally, the number of days allocated for the event is not specified.	It will be a 2-days training activity.
72.	No of exposure visits, days not specified.	01 day.
73.	The quantity mentioned is 40 against the unit "households." However, RFB page 86 states that two resident women will be engaged as AOCs in each village. Since the targeted villages are 840, this would mean a total of 1,680 AOCs. Kindly confirm whether this understanding is correct.	Yes. 02 AOCs per village, and it would be 40 no. of training sessions.
74.	Mid-term review meeting for how many days?	02 days.
75.	What activities are included in the Family Festival? Please also clarify the duration (number of days) for one event. The total target is mentioned as 3, but further details about the event are not provided.	It will be a 01 day mega event for 300 participants each. The event will include BCC activities that promote participation of the community members.
76.	Please clarify the TORs and scope of this competition. The duration of one activity (number of days) is also not specified. The frequency is mentioned as 800, which appears to indicate that the activity will be conducted in each village (800 new villages and 40 leftover villages). Kindly confirm whether this interpretation is correct.	This will be a one-day activity. Yes, this will be conducted at the village level. One for each village.

Sr. No.	Query	PRMSC Response
77.	Is this activity to conduct all the project villages. Cost of the activity should be related to visibility and branding?	Yes this will be conducted at village level. Yes, cost is related to branding through caps and t-shirts for 2 CO members, and BCC staff.
78.	Is there any specimen of the material?	Yes this will be provided by the PRMSC. This includes the disclosure about the project and its GRM channels and process.
79.	Please share specification of these Nudges? As we need to price it accordingly.	The nudges can be stickers or prompts. The budget for these may be locked to 100 Rs. Per nudge.100
80.	Please share Specification of Branding material? so that we budget it accordingly	It includes printed t-shirts and caps.
81.	Implementation of the BCC Strategy is for 800 new villages and 40 leftover villages of the pilot phase are to be added means a BCC target is 840?  List of villages/ Attachment-I is missing in the RFP document	The list of villages will be provided later. In the leftover villages, BCC activities have been conducted to some extent. Hence, full rollout of BCC activities will not be required there. Therefore, an additional/ separate cost estimate for those additional villages is not required.
82.	Please confirm, these Monthly BCC sessions will be conducted by SM teams? Secondly, please refer any page/ section part of the BCC strategy document where these 6 modules are discussed.	Yes, these will be conducted by SM teams. Section 09 of the strategy deals with BCC modules. The module and session details are mentioned in the strategy.
83.	The required qualifications is 16 years of educations? Four years graduation (BA/BSc Honors) will also be acceptable?  It is further requested that it is often challenging to find women Social Mobilizers in some of the rural areas so will there be any relaxation in education qualification for female Social Mobilizers?	Only 16 years qualification will be considered i.e. BS (Hons), MA, BA (Hons) etc. No, there is no relaxation.
84.	Do we need to budget for the payment of stipend or it will be directly provided by PRMSC and Bidders do not need to budget it? In case, Bidders need to budget it, then please share the amount of monthly stipend?	Stipend will be directly provided by PRMSC.
85.	Will the AOCs also be provided Kits to collect Anthropometric data? Measuring tapes, weighing machines, etc. by the PRMSC or do the Bidder need to budget this cost in the financial proposal?	PRMSC will directly provide such cost and material.
86.	Our understanding is that these mobile devices need not to be budgeted by the	Yes, PRMSC will directly incur such expense.

Sr. No.	Query	PRMSC Response
	Bidders in their financial proposal? Please confirm.	
87.	What is the mechanism of Tariff collection, who collects it and how it is collected i.e., cash, bank transfer etc.?	It is collected by PRMSC through cash and bank transfer as well.
88.	Is the mentioned MIS already functional?  Or tested during the Pilot phase?	No, it will be developed afresh.
89.	Are there any defined targets for these proposed activities (cross-villages, visits, meals, village cleaning days, village tree planting days, village theatre, mural painting or village competition?).  These are budget related activities, currently not added in the priced activity schedule (page 75-76 of the RFB).	These activities are already covered in the planned activities like family festivals, healthy mother competition, cross-village exposures etc.
90.	Is there any specified criteria for the selection of AoCs? Any minimum age and/or qualification requirements?  Understandably, two AoC will be identified per village which means a total of 1,680 villages AOCs to identify 2 for each 840 villages. Is this a correction impression?	Yes, 02 AOC per village. The criteria and SOP for selection will be provided by PRMSC.
91.	Will this mean BCCD firm will have to establish two offices in each of the project districts? Establishing two offices will add to the overheads cost and administrative workload.	Only one office at tehsil level is required in each tehsil.
92.	Just wanted to understand the rational behind the 76 vehicles.	1 vehicle for each team of 2 SMS. 1 vehicle for each AM. The rest of the vehicles for monitoring visits and HO staff at HO level.

4. The meeting ended with a vote of thanks by the PRMSC Team re-assuring the integrity of the bidding process.

## BREAKUP OF ACTIVITIES

A.1.	Brief Detail of Activity	Sub-Activities	Unit of Measure	Quantity	Unit Cost	Frequency	Total Cost
Inception Workshop with Stakeholders including PRMSC Tehsil Office staff including BCC and TMs at Provincial Level (Field and HO and others Stakeholders 60)	60 participants including trainers and HO staff (1.5 day)	Night stay twin sharing half board	Rooms	41		2	-
		Lunch & Teas	Participants	65		2	-
		Stationary	Participants	60		1	-
		Back Drop and Banner	Number	2		1	-
		Certificates	Person	60		1	-
		Travel Allowance	Person	20		3	-
		Printing	Person	60		1	-
		Venue cost	Days	1		2	-
		<b>Total Cost of the Activity</b>					

A.2.	Brief Detail of Activity	Sub-Activities	Unit of Measure	Quantity	Unit Cost	Frequency	Total Cost
Fidelity Assessment (Joint Monitoring Visits)	10 participants	Night stay	Rooms	10		12	-
		Lunch & Teas	Participants	15		12	-
		Stationary/ printing	Participants	1		1	-
		Travel Allowance	Person	5		12	-
<b>Total Cost of the Activity</b>							-

A.3.	Brief Detail of Activity	Sub-Activities	Unit of Measure	Quantity	Unit Cost	Frequency	Total Cost
Training of Trainers on Interpersonal BCC Package - Area Managers and BCCOs to cascade training for SOs at Tehsil Level (5 Day long on all 6 exposures)	16 TMs, 16 BCCOs and 16 AMS along with BCCL	Night stay twin sharing half board	Rooms	20		5	-
		Lunch & Teas	Participants	40		5	-
		Stationary	Participants	40		1	-
		Back Drop and Banner	Number	2		1	-
		Certificates	Person	40		1	-
		Travel Allowance	Person	20		6	-
		Printing	Person	40		1	-
<b>Total Cost of the Activity</b>							-

B.1.	Brief Detail of Activity	Sub-Activities	Unit of Measure	Quantity	Unit Cost	Frequency	Total Cost
Training of Social Mobilizer on Interpersonal Package (Roll out of ToT) First Training 106 SMs trained in 3 Trainings (Project Introduction, First Exposure & Planning) logistics, food, travel	First Training 106 SMs trained in 3 Trainings (Project Introduction, First Exposure & Planning) logistics, food, travel	Night stay twin sharing half board	Rooms	59		3	-
		Lunch & Teas	Participants	118		3	-
		Stationary	Participants	118		1	-
		Back Drop and Banner	Number	2		1	-
		Certificates	Person	118		1	-
		Travel Allowance	Person	118		4	-
		Printing	Person	118		1	-
		Venue cost	Days	2		1	-
		<b>Total Cost of the Activity</b>					

B.2.	Brief Detail of Activity	Sub-Activities	Unit of Measure	Quantity	Unit Cost	Frequency	Total Cost
Training of Social Mobilizer on remaining 5 exposures	Training on remaining 5 exposures (106 people to be trained in 3 trainings & 5 exposure trainings i.e. 3*5=15)	Night stay twin sharing half board	Rooms	6		2	-
		Lunch & Teas	Participants	12		3	-
		Stationary	Participants	12		1	-
		Back Drop and Banner	Number	2		1	-
		Certificates	Person	12		1	-
		Travel Allowance	Person	52		4	-
		Printing	Person	12		1	-
		Venue cost	Days	1		2	-
<b>Total Cost of the Activity</b>							-

B.3.	Brief Detail of Activity	Sub-Activities	Unit of Measure	Quantity	Unit Cost	Frequency	Total Cost
Two Day Training of VO & CO on Record Keeping, Demand Notice, Tarrif Collection and GRM	President & Manager From COs (2 members from each CO * 20 COs) = 40	Lunch & Teas	Participants	45		2	-
		Stationary	Participants	45		1	-
		Back Drop and Banner	Number	2		1	-
		Certificates	Person	45		1	-
		Travel Allowance	Person	45		2	-
		Printing	Person	45		1	-
		Venue cost	Days	1		2	-
<b>Total Cost of the Activity</b>							-

B.4.	Brief Detail of Activity	Sub-Activities	Unit of Measure	Quantity	Unit Cost	Frequency	Total Cost
Exposure visits to pilot villages	President & Manager From COs (2 members from each	Lunch & Teas	Participants	45		2	-
		Back Drop and Banner	Number	16		1	-
		Travel Allowance	Person	45		2	-
<b>Total Cost of the Activity</b>							-

B.5.	Brief Detail of Activity	Sub-Activities	Unit of Measure	Quantity	Unit Cost	Frequency	Total Cost
Identification and Capacity Building of Female Ambassador of Change (2 FAOC from each village) Total 40 Sessions	2x FAOCs per village	Lunch & Teas	Participants	40		2	-
		Stationary	Participants	40		1	-
		Back Drop and Banner	Number	2		1	-
		Certificates	Person	40		1	-
		Travel Allowance	Person	40		2	-
		Printing	Person	40		1	-
		Venue cost	Days	1		2	-
<b>Total Cost of the Activity</b>							-

B.6.	Brief Detail of Activity	Sub-Activities	Unit of Measure	Quantity	Unit Cost	Frequency	Total Cost
		Night stay twin sharing half board	Rooms	41		2	-
		Lunch & Teas	Participants	65		2	-

Mid-term Review Meetings with 16 TMs, 16 BCCOs and 16 AMS along with Head Office	60 participants including trainers and HO staff (1.5 day)	Stationary	Participants	60	1	-
		Back Drop and Banner	Number	2	1	-
		Certificates	Person	60	1	-
		Travel Allowance	Person	20	3	-
		Printing	Person	60	1	-
		Venue cost	Days	1	2	-
<b>Total Cost of the Activity</b>						-

B.7.	Brief Detail of Activity	Sub-Activities	Unit of Measure	Quantity	Unit Cost	Frequency	Total Cost
Family Festival		Lunch & Teas	Participants	300		1	-
		Back Drop and Banner	Number	10		1	-
		Costume for Behavior Characters	Person	3		1	-
		Photographer	Person	1		1	-
		Souvenirs	Number	15		1	-
		Venue cost (water)	Days	1		1	-
<b>Total Cost of the Activity</b>							-

B.8.	Brief Detail of Activity	Sub-Activities	Unit of Measure	Quantity	Unit Cost	Frequency	Total Cost
Healthy Mother & Child Competition at village level	At each village, healthy mother and child competition will be organized. 60-80 people will be invited.	Souvenirs @ 3x per village	Participants	3		1	-
<b>Total Cost of the Activity</b>							-

B.10.	Brief Detail of Activity	Sub-Activities	Unit of Measure	Quantity	Unit Cost	Frequency	Total Cost
Awareness walk within the same settlement		Gloves, shopping bags, sweeps etc. Shirts and Caps for CO president & Secretary	Participants	3		1	-
		Campaign material t-shirt & caps	PRMSC & SMs	1		1	-

**CURRICULUM VITAE (CV) – World bank Format**

<b>Name</b>	
<b>Key Expertise</b>	
<b>Date of Birth</b>	
<b>Country of Citizenship/Residence</b>	
<b>Contact information</b>	Phone: Email:

**EDUCATION**

<b>DATES</b>	<b>EDUCATIONAL INSTITUTION</b>	<b>DEGREE/DIPLOMA OBTAINED</b>

**Membership of Professional Body:**

- 

**EMPLOYMENT RECORD RELEVANT TO THE ASSIGNMENT**

<b>PERIOD</b>	<b>EMPLOYING ORGANIZATION AND YOUR TITLE/POSITION. CONTACT INFORMATION FOR REFERENCES</b>	<b>COUNTRY</b>	<b>SUMMARY OF ACTIVITIES PERFORMED</b>
			<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li></ul>

EXPERTISE	REFERENCE TO PRIOR WORK/ASSIGNMENTS THAT BEST ILLUSTRATES CAPABILITY TO HANDLE THE ASSIGNED TASKS
<p><i>(BELOW ARE SOME EXAMPLES)</i></p> <ul style="list-style-type: none"> <li>• Manage, Direct and Oversee all Project Phases</li> <li>• Manage all contracts under implementation</li> <li>• Review configurations of the basic structural components of the edifice</li> <li>• Project Management (including Reporting, Procurement, Cost Estimating and Budgeting, Risk Management, Scheduling, Monitoring and Controls)</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>
Etc.	

TASKS UNDERTAKEN		DELIVERABLES
1	Manage, Direct and Oversee all Project Phases	<b>1. Inception Report</b> <b>2. Progress Report 1</b> <b>3. Progress Report 2</b> <b>4. Draft Final Report</b> <b>5. Final Report</b> <b>6. Etc.</b>
2	Contract Performance Management and Monitoring	
3	Manage all contracts under implementation	
4	Review configurations of the basic structural components of the edifice	
5	Advice on how to improve the structural integrity of the infrastructure/projects	
Etc.	Etc.	