



Securities and Exchange Commission of Pakistan
63-NIC Building, Blue Area, Islamabad
(Support Services Division)
(Administration Department)

Subject: Services Required for Training on “Management and Leadership Skills Development”

The Commission requires services for Training on “Management and Leadership Skills Development”.

Detailed “**Terms of Reference**” of said requirement is attached as Annex “A”.

Terms & Conditions

- **Prices** (as lump sum cost of the whole service) or per head training charges, must be inclusive of all taxes applicable by Govt. of Pakistan.
- **Quotation Validity** Minimum 30 days from the quoted date.
- **Bid/Quotation Submission Time** as per SECP Website.
- **Purchase Order:** Services will be acquired by issuing a Purchase Order to the best evaluated firm/consultant/trainer.
- **Invoice Processing:** Invoices against subject services will be processed for payment after verification by user.
- **Training Frequency/No. of Trainings:** In case training conducted by selected firm/individual is satisfactory then SECP may again engage the trainer/firm to train another group/badge of same strength (or mutually agreed) at any other time agreed mutually.
- **Service Satisfaction:** In case, services of selected firm/individual are not as per requirement then Commission may cancel the issued Purchase Order and reserves the right to make or does not make any payment to the selected firm/consultant in this case.

If you are interested, you may submit sealed quotation for the above item/services to the undersigned SECP, 63-NIC Building, Jinnah Avenue, Blue Area, and Islamabad within the specified period.

With best regards,

M. Ubaidullah Khalid
Assistant Director (Admin)

Terms of Reference

1. An experiential two days training on ‘Management and Leadership Skills Development’ shall include:
 - a. In class learning and
 - b. Learning through outdoor interactive teamwork activities and exercises
2. The training resource should:
 - a. Have prior experience of heading senior roles of HR in the public sector
 - b. Have at least 5 years of HR consultancy and training experience in HRM and HRD with reputable organizations
 - c. Be highly qualified in the area of Human Resource Development area preferably with a foreign qualification
 - d. Have credentials for executing effective outdoors team building interventions
 - e. Have competent facilitators to assist him/her and
 - f. Have the ability to make necessary arrangements to successfully execute a hassle free training (including any binding NOCs, and to take necessary security and health and safety precautions etc.)
3. The training’s deliverables should include creating a sense of ownership, responsibility and a keen realization for working cross-functionally for better organizational results and to develop leadership skills in the participants.