

EXPRESSION OF INTEREST

Selection of a Training Institute/Consultant Firm for Conducting Customized / on the job training

Oil and Gas Regulatory Authority intends to organize an in-house training program tailored to organization's training needs for its key staff, from the proceeds of World Bank Public Sector Capacity Building Project(IDA Credit:3904-PAK), in order to ensure productivity of the organization.

The scope of services shall be to develop specific skills training within two competencies as follow:

Communications skills

- Report and proposal writing skills
- Office communications such as emails, letters, faxes
- Planning and preparing publications
- Presentations skills

Working in Groups and Teams

- Group/team work and dynamics
- Group leadership
- Effective meetings
- Conflict resolution
- From individual to organizational and group agenda

The assignment is required to be completed within 6 months from signing of contract.

OGRA invites well-established, reputable training institutes/organizations having a minimum experience of 5 years in the field of Executive/Continuing Education. Interested organizations must provide information indicating that they are qualified to perform the Services (brochures including organizational structure, team members, client organizations, description of similar assignments, experience with similar agencies, availability of appropriate skills among permanent/full time staff in the institute, etc.).

A consultant will be selected in accordance with the procedures set out in the World Bank's Guidelines: Selection and Employment of Consultants by Bank Borrowers, May 2004. Public Procurement Rules, 2004, will also be complied with.

Interested consultants may obtain further information such as Evaluation Criteria, Terms of Reference at the address given below from 0900 hrs to 1700 hours.

Expression of Interest must be delivered to the address below by no later than 8th March, 2007.

Executive Director (Planning & Coordination)

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