Sara Learning – Official Tendering Process Guide

**Introduction**

This document outlines the management process of exploring tenders for Sara Learning. It serves as a step-by-step guide to streamline proposal development, enhance team coordination, and ensure compliance with donor requirements. The process aims to create clarity, accountability, and operational efficiency across all stages of competitive bidding. By implementing this structure, Sara Learning can increase its success in securing projects and strengthen consulting portfolio.

# Process Flow

# Enhanced Workflow Summary

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| **Stage** | **Responsible Person(s)** | **Purpose** | **Key Actions** | **Outcome / Deliverable** |
| Tender Identification | Business Development intern Mr. Muhammad Fuzail | Portal Monitoring & Pipeline Entry | Check key donor portals (UNGM, GIZ, UNDP, IOM), and update in the project pipeline. | Up-to-date tender tracker with relevant opportunities. |
| Relevance Review | Business Development Manager Mr. Kamran Kashif  &  Team Leader Mr. Abdul Ghani Rajput | Strategic Fit Review | Assess if the opportunity matches our expertise, themes, and capacity. Updating notes in the project pipeline and discuss in the weekly or weekend meetings. | Clear 'Go/No-Go' decision with supporting notes. |
| ToRs Review | Mr. Abdul Ghani Rajput  &  Mr. Kamran Kashif | Scope Definition | Discuss project objectives, assign proposal writing tasks, develop budget, gather team and documents and identify gaps. | Breakdown of proposal sections with task owners. |
| Proposal Drafting | Mr. Kamran Kashif | Proposal Development | Write proposal using template and ToR, ensuring logic and flow. Prepare all the required documents. | First complete draft of proposal submitted for review. |
| Internal Review | Team X | Quality & Compliance Check | Review content, clarity, structure, and donor alignment. | Marked-up draft with suggestions and comments. |
| Proposal Revision | Mr. Kamran Kashif | Editor / Final Drafter | Incorporate feedback, polish language, format, and finalize. | Clean, submission-ready draft. |
| Budget Development | Finance Team | Cost Planning | Draft cost estimates, align with deliverables and donor format. | Final budget sheet with cost justifications. |
| Team Formation | Abdul Ghani Rajput | Resource Selection | Select qualified team, collect CVs, letters of intent, and availability. | Confirmed internal and external team with documentation. |
| Final Review | Whole Team | Validation | Check all documents: proposal, annexes, budget, CVs. | Complete submission package ready for upload. |
| Submission | Mr. Kamran Kashif | Uploader / Submitter | Submit files via portal before deadline, save receipt. | Confirmed submission with archive proof. |
| Tender Steering | Team Lead | Process Governance | Monitor and guide tendering stages and responsibilities. | Steering oversight log. |
| Monitoring & Evaluation | QA Officer | Quality Control | Set metrics for tracking deliverables and results. | Evaluation plan and tools. |
| Consultancy Governance | Management Team | Leadership & Liaison | Manage internal team roles and client collaboration. | Governance framework. |
| Risk Management | Risk Officer | Risk Assessment | Identify risks and draft mitigation strategies. | Risk matrix and response plan. |
| Client Communication | Communication Lead | Stakeholder Engagement | Coordinate all formal and informal communication. | Communication plan. |