

PUNJAB SKILLS DEVELOPMENT FUND

EXPRESSION OF INTEREST (EOI)

EOI FOR CONDUCTING PSDF TRACER STUDY 2018

August, 2018



Submission Date for EOI: 28th August 2018 before 3:00 PM

21-A, H-Block, Dr. Mateen Fatima Road, Gulberg-II, Lahore Pakistan

Phone: +92-42-35752408-10

Fax: +92-42-35752190

Contents

1) Background	2
2) Invitation for Expression of Interest	3
a. Conditions for eligibility (qualification criteria)	3
b. Required qualifications & experience of key project team members	3
c. Prequalification Document	4
d. Acceptance or rejection of EOI	4
e. Time schedule for submission of EOI	4
3) Instruction & guidelines for consultant firms	4
4) Scope of work	5
a. Activities	5
b. Deliverables and Timeframe	6
5) Evaluation/Selection Criteria	6
6) Declaration	7
Annexures	8
Annex – A: Firm Information	8
Annex – B: Eligibility Response Checklist	9
Annex – B-1: Evaluation Criteria	10
Annex – B-2: CV for Proposed Technical Team	11
Annex – C: Experience of the Firm	14
Annex – D: Cover Letter for the Submission of Expression of Interest	15

1) Background

Punjab Skills Development Fund (PSDF) intends to undertake a comprehensive tracer study to ascertain the current employment & income status of trainees who have completed skills training under the Punjab Economic Opportunities Programme (PEOP) and Skills Development Programme (SDP), funded by Government of Punjab in partnership with the Department for International Development (DFID), UK, and executed by PSDF. The tracer study will also report on the level of satisfaction of employers who have employed PSDF graduates.

PSDF is looking to hire a consulting firm for conducting a detailed survey and compiling the tracer study to assess the transition of PSDF's graduates from skills training to the labour market. The objective of this assignment is to collect data to get a sense of the mid-programme impact of the SDP, as well as tracing the income and employment progress of PEOP graduates, and to gather feedback from employers.

108,082 (41% women) individuals have completed training under SDP during this time (1 August 2016 to 31 May 2018). The survey is expected to provide representative findings of PSDF graduates, and schemes implemented in all districts of Punjab since August 2016. The study will also cover a representative sample of 147,709 people across Punjab who were trained (37.7% women) under the PEOP which ran from 2011 to 2016. All relevant parameters like urban/rural split, gender, age, and prior income, etc., are expected to be considered at the sample design phase.

The study will cover key questions around improved employment/income earning outcomes for the poor and vulnerable that PSDF targets. The data collection tools will be prepared in sight of all relevant employment & income indicators in the SDP logframe document. The tracer study will assess how PSDF has performed thus far on donor-determined milestones for employment and income-earning outcomes in the logframe document, i.e.:

- i. 73% male and 29% female PSDF graduates have entered the Labour Force.
- ii. 54% male and 59.5% female PSDF graduates who entered the Labour Force are employed or self-employed.
- iii. 8.5% increase in income of male, and 3% increase in the income of female PSDF graduates who were employed or self-employed prior to training.
- iv. 55% male and 25% female PSDF graduates who were unemployed prior to training are earning at least average minimum national wage or more.
- v. 77% of employers are satisfied with the job readiness of PSDF graduates.

The results of the tracer study will aim to:

- i. determine PSDF's performance on afore-mentioned indicators and collect feedback from the trainees on the quality and relevance of the training, particularly for women;
- ii. gather information from employers on the quality and relevance of the training particularly for women;
- iii. identify areas for improvement based on labour force participation rates, employment rates, income levels and general satisfaction, and trainees' and employers' perceptions; and
- iv. draw up recommendations to improve the quality, relevance and effectiveness of PSDF's training offerings.

2) Invitation for Expression of Interest

PSDF is soliciting Expression of Interest from firms to conduct this tracer study. The third-party consulting firm will conduct an extensive survey activity and any associated qualitative data collection to enrich the quality, integrity and meaningfulness of results, to report comprehensively on the employment and income generation outcomes of PSDF graduates from both programmes.

a. Conditions for eligibility (qualification criteria)

The ideal Consulting firm should have proven expertise in conducting surveys/assessments/projects and working/have worked for various donor-funded, not-for-profit institutions/organization, government projects and/or organizations. The entity submitting proposals should have the following **minimum** eligibility qualifications:

- i. Be a legal entity registered in country of origin for the last 5 years, and must have a corporate office in Pakistan
- ii. Active tax payer in FBR and registration in PRA (if applicable)
- iii. Minimum annual turnover of **PKR 25 million** as per audited financial statements also to be submitted with the proposal (audited financial statements of the two most recent years issued by an ICAP-licensed Chartered Accountant are to be submitted. The statements **must** include Auditors' Report, Balance Sheet, Income & Expenditure Statement of Account, Cash Flow Statement and related Notes to the Accounts)
- iv. Technical team (enclose CVs of required core staff members who will be made responsible for the assignment).
- v. The consulting firm must share experience of having conducted at least three surveys/assessments/projects/assignments of same or similar nature, for various donor-funded, not-for-profit institutions/organization, government projects and/or organizations.
- vi. Must not have been blacklisted by any government authority or any bi-lateral/multi-lateral financial institution

b. Required qualifications & experience of key project team members

The Technical team proposed by consulting firm must consist of one Team Leader, one Research Specialist and one TVET Expert (CVs to be attached as per **annexure B-2 & detailed as well**). The brief requirement of the incumbents is provided below:

Team Leader:

- i. Master's degree;
- ii. preferably 15 years working experience;
- iii. preferably 10 years experience in conducting assignments related to development, preferably assignments same or similar nature of assignments;
- iv. understanding of education and TVET sector in Pakistan.

Research Specialist:

- i. Master's degree;
- ii. preferably 10 years experience;
- iii. preferably 5 years experience in conducting quantitative and qualitative research;
- iv. experience with statistical software packages.

Technical and Vocational Education and Training (TVET) Expert:

- i. Bachelor's degree;
- ii. preferably 5 years working experience in TVET.

c. Prequalification Document

The Interested firm can obtain EOI document containing all details, shortlisting criteria and terms & conditions, from PSDF website (<http://psdf.org.pk/downloads/#procurement>) and PPRA website (www.ppra.punjab.gov.pk).

d. Acceptance or rejection of EOI

The competent authority/committee may reject an EOI at any time prior to the Request for Proposal (RFP). The procuring agency shall upon request communicate to any interested firm, the grounds for its rejection of expression of interest, but shall not be required to justify those grounds

e. Time schedule for submission of EOI

Complete EOI containing all required information & documentary evidence (three copies) must be delivered to **Procurement Department**, PSDF, 21-A, H-Block, Dr. Mateen Fatima Road, Gulberg-II Lahore in a sealed packet and submitted before **03:00 PM 28th August 2018**. EOI will be publicly opened on the same day i.e. **28th August 2018 at 3:30 PM** in the presence of consultant firm representatives who wish to attend the EOI opening.

Kindly fill the following necessary annexures required for the qualification criteria and attach the supporting documentary evidences as mentioned in each annexure;

Annex – A:	Firm Information
Annex – B:	Eligibility Response Checklist
Annex – B-1:	Evaluation Criteria
Annex – B-2:	CV of proposed technical team
Annex – C:	Experience of the firm
Annex – D:	Declaration

3) Instruction & guidelines for consultant firms

- a) The purpose of this document is to provide orientation to enable Consultant firms to evaluate their interest in tendering and conducting assessment and is not a guarantee of the actual conditions under which the assessment services will be tendered or executed. Furthermore, it contains forms and list of required documents to be submitted.
- b) PSDF wishes to shortlist interested Consultancy Service providers who will be invited to submit proposals for the Tracer Study.
- c) Only short-listed firm(s) will be invited to submit Technical and Financial Proposals.
- d) All documents and information received by PSDF from applicants will be treated as confidential.
- e) Documents submitted to PSDF will not be returned.
- f) All expenses related to participation in this Expression of Interest shall be borne by the firm(s).

- g) The envelope containing hard copy of EOI shall be received in PSDF office at Lahore.
- h) EOI received after closing time shall not be accepted and returned without opening.
- i) PSDF reserves the right to request submission of additional information from applicants to clarify/further understand, if required.
- j) PSDF reserves the right to verify any information provided by prospective bidders. **False information will lead to disqualification and the organization will be barred for bidding in PSDF schemes/projects.**
- k) PSDF will evaluate the EOI of eligible organizations based on their capacity, previous experience, qualification and competence of key professional staff of core team **annexure B, B-1, B-2 & C.**
- l) PSDF will notify to the short-listed Consulting firms (**found eligible and scoring more than 65 marks in their evaluation**) and will share Request for Proposal (RFP) document accordingly.
- m) Any clarification requests may be made in writing or through e-mail to the following contact person.

Procurement Department

Punjab Skills Development Fund

21-A, H-Block, Dr. Mateen Fatima Road,

Gulberg-II Lahore –Pakistan

E-mail: Procurement@psdf.org.pk

Tel: 042-35752408-10

Fax: 042-35752190

4) Scope of work

Note: broad scope of work is provided below. This is not to be considered as final scope as it may/will be subject to change at the time of RFP issuance. The purpose to outline the scope of work at this stage is to provide broad understanding of the assignment.

a. Activities

The firm will undertake the following activities, but not limited to:

- i. review relevant documents and conduct meetings with key informants to become familiar with the objectives of the requirements of the PEOP & SDP, and the precise requirements of tracer study;
- ii. research design including sampling design and survey methodology and workplan;
- iii. preparation of inception report;
- iv. pilot-testing and finalisation of questionnaires and other data collection tools;
- v. development of data entry methodology designed and pre-tested by an expert before field work is initiated;
- vi. hiring and training of survey teams including enumerators and field supervisors;
- vii. testing the validity and reliability of the questionnaire;
- viii. implementation & monitoring of the field survey to ensure high quality data;

- ix. conducting interviews using the survey questionnaires with a finalized and statistically valid sample of trainees and their employers considering possibilities for disaggregation (gender, sector, occupation, district and region);
- x. conduct any other qualitative data collection to augment the value of the findings for PSDF and its donors;
- xi. transcription, data entry, and analysis of qualitative data based on the analysis plan;
- xii. entry, cleaning and documentation of the data collected using relevant software, and generate output tables based on the analysis plan;
- xiii. prepare a draft report on the tracer study, integrating findings from the survey and qualitative analyses;
- xiv. provide weekly progress reports to PSDF.
- xv. present tracer study findings to PSDF; and
- xvi. prepare final report taking into consideration comments and suggestions from PSDF.

b. Deliverables and Timeframe

a. Deliverables

The consulting firm will be responsible for the following deliverables:

	Report	Submission Schedule after Date of Contract Award
1.	Inception report	The assignment is to be completed in 4 months. Exact timelines for each deliverable will be provided at the RFP stage.
2.	Developed instruments, manual on how to use the instruments and analysis plan within one month of contract signing;	
4.	Draft Report (soft copy and at least 3 hard copies) within one week of completion of assignment;	
5.	Final Report (Soft copy and 3 hard copies)	

b. Timeframe

It is anticipated that the duration of the project shall not exceed 4 months (excluding client's review time). The project will commence upon approval of the proposal and signing of an agreement between the consulting firm and PSDF.

5) Evaluation/Selection Criteria

The evaluation/selection criteria for consulting firms is given in Annex-B and Annexure B-1.

6) Declaration

Kindly provide the declaration as per format provided below.

I, _____ hereby declare that:

- all the information provided in the Expression of Interest (EOI) is correct in all manners and respects
- and I am duly authorised by the **Governing body/Board/Management** to submit this EOI on behalf of "[Click here and type the name of organization]"

Name	
Designation	
Signature	
Date and Place	

Note: Please attach documentary proof for authorization by the governing body/board/management.

Annexures

Annex – A: Firm Information

Firm Profile		
S #	Required Information	Response
1	Legal name of the Firm	
2	Year of Registration / Establishment of the Firm	
3	National Tax Number	
4	Core business area/s of the Firm	
5	What is the legal status of your organisation? Tick the relevant box (one box only). (Attach Copy/Copies of Registration Certificate/s)	Public Sector Organisation
		Section 42 Company
		Public Ltd. Company
		Private Ltd. Company
		Partnership Firm
		Others (Please specify)
6	Name and designation of 'Head of Firm'	
7	Mobile:	
	Phone/s:	
	Email:	
	Fax:	
	Address of Firm:	
	Website address:	
8	Name and designation of 'Contact Person':	
	Phone/s:	
	Mobile:	
	Email:	
	Fax:	

Annex – B: Eligibility Response Checklist

Sr. No.	Necessary Eligibility Information	Response/Elaboration/Proof
1	Be a legal entity registered in country of origin for the last 5 years, and must have a corporate office in Pakistan	Copies Attached
		Copies Not Attached
2	Active tax payer in FBR and registration in PRA (if applicable).	Copies Attached
		Copies Not Attached
3	Minimum annual turnover of PKR 25 million as per audited financial statements also to be submitted with the proposal (audited financial statements of the two most recent years issued by an ICAP-licensed Chartered Accountant are to be submitted. The statements must include Auditors' Report, Balance Sheet, Income & Expenditure Statement of Account, Cash Flow Statement and related Notes to the Accounts).	Copies Attached
		Copies Not Attached
4	Technical team (enclose CVs of required core staff members who will be made responsible for the assignment).	As per Annexure B-2 along with Detail CVs as defined in 2(b)
		Copies Not Attached
5	Provide evidence of experience of having conducted at least three surveys/assessments/projects/assignments of same or similar nature, for various donor-funded, not-for-profit institutions/organization, government projects and/or organizations.	Copies Attached
		Copies Not Attached
6	Was your firm ever blacklisted by any government authority or any bi-lateral/multi-lateral financial institution? (Attach an undertaking by your firm's authorised person with this technical proposal)	We solemnly declare that our Firm or any member of consortium has never been suspended/debarred or blacklisted.
		Our Firm has been blacklisted once or more than once.

Annex – B-1: Evaluation Criteria

The firm who have not submitted the information required as in annexure B, shall be excluded and remaining complying firms would be evaluated according to following criteria.

	<u>Marks</u>
(A) Experience of Firm	[50]
(B) Qualifications and competence of key professional staff of project team	[50]
Total marks for criteria (A) & (B)	[100]

(A) Experience [50 marks]

The firm's ability to undertake the assignment will be assessed as to whether it has executed surveys/assessments/projects for various donor-funded, not-for-profit institutions/organizations, government projects and/or organizations.

For this, it is only important to evaluate a maximum of three (3) major assignment conducted by your firm during the last five (5) years. Projects like this assignment will be given higher marks.

It is expected that the applicant will share only three of their most suitable assignments. PSDF will only evaluate the first three assignments submitted.

B) Qualification and competence of key professional staff of core team [50 Marks]

Key professional staff and academic qualification of core team (As per Annex B-2 along with Detail CVs as defined in **2(b)**):

i) Education & Qualification	(15 marks)
ii) Relevant Experience	(15 marks)
iii) Relevant Projects	(20 marks)
Total marks for criteria (i), (ii) & (iii)	[50]

Annex – B-2: CV for Proposed Technical Team

(Please also attach the detailed CV with the EOI. The applicant must fill complete all information required in these forms. Handwritten forms are also accepted.)

1. **Proposed Position** [*only one candidate shall be nominated for each position*]: _____

2. **Name of Firm** [*Insert name of firm proposing the staff*]: _____

3. **Name of Staff** [*Insert full name*]: _____

4. **Date of Birth**: _____ **Nationality**: _____

5. **CNIC No** (if Pakistani): _____

6. **Education**:

<i>Degree</i>	<i>Major/Minor</i>	<i>Institution</i>	<i>Date (MM/YYYY)</i>

7. **Membership of Professional Associations**: _____

8. **Other Training** [*Indicate significant training since degrees under 6 - Education were obtained*]:

9. **Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]:

10. **Employment Record** [*Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below).*]:

<i>Employer</i>	<i>Position</i>	<i>From (MM/YYYY)</i>	<i>To (MM/YYYY)</i>

11. Detailed Tasks Assigned

[List all tasks to be performed under this assignment]

12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]

1) Name of assignment or project & Location: _____ **Cost of Project** _____

Date of Start _____ Date of Completion _____

Actual Time Spent on the Project: _____ in months.

Client: _____

Main project features: _____

Positions held: _____

Activities performed: _____

2) Name of assignment or project & Location: _____ **Cost of project** _____

Date of Start _____ Date of Completion _____

Actual Time Spent on the Project: _____ in months.

Client: _____

Main project features: _____

Positions held: _____

Activities performed: _____

3) Name of assignment or project & Location: _____ **Cost of Project** _____

Date of Start _____ Date of Completion _____

Actual Time Spent on the Project: _____ in months.

Client: _____

Main project features: _____

Positions held: _____

Activities performed: _____



13. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date: _____
[Signature of staff member or authorized representative of the staff] *Day/Month/Year*

Full name of authorized representative: _____

Annex – C: Experience of the Firm

Experience (maximum three assignments)			
Sr. #	Required Information	Response (Please provide exact information with project title, location/s and duration)	
1	Project Title and duration (The project title means the actual name of the project/assignment)		
2	In no more than 100-150 words, elaborate your firm's role in the assignment.	Attach a separate Page	
3	Task or activity duration in months		
4	Location/s (districts/tehsils)		
5	Please specify the magnitude of project	Relevant Indicator	Value

Annex – D: Cover Letter for the Submission of Expression of Interest

[Firm letterhead]

[Date]

To

Chief Executive Officer

[Address mentioned in Data Sheet]

Re: Expression of Interest (EOI) in respect of [Insert title of assignment]

Dear Sir,

We offer to express our interest to conduct consultancy Services for [Insert title of assignment] in accordance with your EOI dated [Insert Date of Tender advertised].

We hereby declare that all the information and statements made in this expression are true and accept that any misinterpretation contained therein may lead to our disqualification. Our expression is binding upon us and subject to the modifications resulting from contract negotiations. We undertake that we will initiate the services as per the client's request if our proposal is accepted. We understand that you are not bound to accept any or all proposals you receive.

Thank you.

Yours sincerely,

Signature

Name and title of signatory: