

PUNJAB SKILLS DEVELOPMENT FUND

INVITATION FOR EXPRESSION OF INTEREST (EOI)

EOI TO CONDUCT RAPID ASSESSMENT OF THE SKILLS
PROGRAMME IN PUNJAB

June, 2018



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

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Contents

1) Background	2
2) Invitation to Expression of Interest	2
a. Conditions for eligibility (qualification criteria)	2
b. Required qualification and experience of project team	3
c. Prequalification Document	3
d. Acceptance or rejection of EOI	3
e. Time schedule for submission of Expression of Interest (EOI)	3
3) Instruction & guidelines for consultant firms	4
4) Scope, duties and responsibilities of the consultant firm	5
a. Relevance includes assessment of the following:	5
b. Quality includes assessment of the following:	5
c. Activities and requirements include	6
d. Deliverables and Timeframe	6
5) Evaluation/Selection Criteria	7
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”	13
Annex – D Cover Letter for the Submission of Expression of Interest	14

1) Background

Skills Development is one of the pillars of Punjab Growth Strategy (PGS) 2018 which commits to the training of 2 million youth by 2018. Key public-sector entities involved in skills provision at the provincial level are the Punjab Technical and Vocational Training Authority (P-TEVTA), Punjab Vocational Training Council (PVTC), and the Punjab Skills Development Fund (PSDF). These agencies are the major contributors to 2 million trained youth targets. The GoPb skills programme has been running for the last three years, with intentions of further expansion in the pipeline. Out of the 2-million graduates target, the following number of trainees have graduated from each entity between 2014-2017 (approx. figures):

P-TEVTA	540,000
PVTC	480,000
PSDF	250,000

Prior to scaling up the skills programme, the GoPb wishes to analyze past implementation in terms of the relevance and quality of vocational skills training being imparted and produced. In this context, a Committee comprising P-TEVTA, PVTC, PSDF, Project Implementation Unit (PIU)-Punjab Skills Development Programme (PSDP) and Punjab Planning & Development Department (P&DD), has been constituted by the GoPb to conduct a rapid assessment of the vocational skills development programme of Punjab through a third-party consulting firm and present its recommendations to highest forum. This assessment will help understand the impact of GoPb strategies for skills development as well as future priorities in this regard. The firm will assess P-TEVTA, PVTC and PSDF on the relevance and quality of Punjab's vocational skills provision.

2) Invitation to Expression of Interest

PSDF is soliciting Expression of Interest from firms to conduct Rapid Assessment of the Skills Programme in Punjab. The third-party consulting firm will review and assess the relevance and quality of the current and past skills delivery of the three entities and devise recommendations and feasible action plans for the GoPb. It is anticipated that this activity will inform subsequent policymaking and programme improvement aimed at strengthening of Punjab's skills sector and channelling the funding accordingly.

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. The consulting firm must share past experience of conducting at least three surveys/assessments/projects and working/have worked for various donor-funded, not-for-profit institutions/organization, government projects and/or organizations.
- v. Must not have been blacklisted by any government authority or any bi-lateral/multi-lateral financial institution

b. Required qualification and experience of project team

The Technical team proposed by consulting firm must consist of one Project Manager, two relevant experts and two research analysts (CVs to be attached as per **annexure B-2 & detailed as well**). The brief requirement of the incumbents is provided below:

I. Project Manager:

At least Post-Graduation (preference will be given to person with higher qualification) with six (6) years or more of experience.

II. Relevant Sector Experts:

At least Graduate with more than four (4) years' experience in TEVT sector

III. Research Analyst:

At least Graduate with three (3) years of experience.

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 Expression of Interest (EOI)

Complete EOI containing all required information & documentary evidences (five 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 June 2018**.

EOI will be publicly opened on the same day i.e. **28th June 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 Rapid Assessment of the Skills Programme in Punjab.
- 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.**
- 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, duties and responsibilities of the consultant firm

The third-party consulting firm will conduct the relevance and quality assessment of entities involved in skills programmes.

a. Relevance includes assessment of the following:

- i. A labor market trend analysis to establish whether there is a match between skills demand and supply;
- ii. Nature and depth of partnerships with industry for i) curricula development ii) curriculum relevance in accordance to the need of the industry and iii) employment outcomes.
- iii. Robustness of targeting mechanism of trainees, especially inclusion of poor and vulnerable groups, rural communities, and females.

b. Quality includes assessment of the following:

- i. Assess whether trainers and training resources used are aligned with quality parameters, across top 10¹ trades for each entity (to be finalized by committee).
- ii. Institutional capacities and capabilities of those responsible for delivering these trainings;
- iii. Evaluate the training assessment and examination regime;
- iv. Robustness of monitoring mechanisms and practices to ensure transparency and quality;
- v. Employment/income earning outcomes of these trainings.

The third-party consulting firm will also bring forward

- i) improvement needs and gaps at the organisational level as well as provincial level.
- ii) propose action plans for the GoPb to improve skills delivery systems in Punjab.

¹ These trades include those that have absorbed and produced the maximum number of graduates. The trades should be selected from different sectors of the economy as mentioned in the Punjab Growth Strategy 2018. The trades mix should cover at least 10 districts of Punjab.

c. Activities and requirements include

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

Activity 1: Assessment of current practices & service delivery in terms of relevance and quality

A review of current practice will be conducted enabling documentation of the state of skills delivery mechanisms and institutional capacity in the three agencies related to the delivery and funding of vocational skills. The consulting firm will prepare a report on the current situation, challenges, and general trends. The firm will also meet the relevant officials of the organisation to ensure their point of view, private sector stakeholders, skill sector related studies and policy papers will be consulted to assess current activity and determine needs. The consulting firm is to conduct surveys/interviews with 20-25 employers per entity to elaborate on the utilization of acquired skills at the workplace. This assessment will cover quality parameters like match between skills demand and supply, relevance of curricula to market needs, and strength of targeting mechanism of trainees. Relevance appraisal will cover evaluation of teaching & pedagogic strength, institutional capabilities, examination regime, monitoring & placements mechanisms, and employment/income earning outcomes of trainings.

Activity 2: Needs and Gap Analysis

Based on the data collection and knowledge of current practice in each of the three entities conducted in Activity 1, the consulting firm will profile needs and prepare a gap analysis. Draft findings and recommendations are to be shared with the Committee and stakeholders for feedback. It is anticipated that this process will enable increased awareness and understanding of the benefits and mechanisms of such systems amongst stakeholders and lay the groundwork for subsequent support in improving public provision of vocational skills training.

Activity 3: Lessons Learnt/Recommendations & Implementation Action Plan

Using the findings of the gap analysis and assessment of current practices, the consulting firm will prepare a recommended action plan of priority interventions for consideration and implementation. This will include priorities, sequencing of tasks, persons/agencies responsible, partnerships, and timing and cost estimates. The consulting firm shall also incorporate guidance on enabling sustainability after implementation steps have been completed.

Activity 4: Presentation & Report

The consulting firm is to prepare and give presentation to Ministerial Steering Committee on Skills with findings & recommendations, complete action plan and implementation. The firm will also deliver a comprehensive report/writeup on the work carried out by them with policy recommendations and future plan of action.

d. Deliverables and Timeframe

a. Deliverables

The consulting firm will provide weekly progress report to the committee consisting of Planning and Development Department P&DD, TEVTA, PVTC, PSDF and Project Implementation Unit (Punjab Skills Development Programme). The committee will be responsible for following deliverables:

Sr. No	Report	Time for Submissions after Date of Award
1.	Inception report	1 st Week
2.	Preliminary assessment & Gap analysis report	4 th Week
3.	Draft final report	7 th Week
4.	Final report	8 th Week
5.	Presentation to Ministerial Skill Development Committee	After approval of Final Report (within two weeks of submission of Final report)

Note: The time taken by clients to review the reports/deliverables is excluded and is not covered in above mentioned time schedule.

b. Timeframe

It is anticipated that the duration of the project shall not exceed 8-10 weeks (excluding clients 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 (Please enclose CVs of required core staff members who will be made responsible for the assignment.		As per Annexure B-2 Attached & Detailed CVs as well
			Copies Not Attached
5	The consulting firm should have experience of conducting at least three surveys/assessments/projects and working/have worked 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 and standing of Firm	[50]
(B) Qualifications and competence of key professional staff of core team	[50]
Total marks for criteria (A) & (B)	[100]

(A) Experience and standing of the Consultancy Firm [50 marks]

The firm’s ability to undertake the assignment to conduct Rapid Assessment of the Skills Programme in Punjab will be assessed as to whether it has executed surveys/assessments/projects and working for various donor-funded, not-for-profit institutions/organization, government projects and/or organizations. For this, it is only important to evaluate the maximum three (3) major assignment conducted by your firm during the last three (3) years. Although the similar projects will be given higher marks.

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

Key professional staff and academic qualification of core team:

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” (Pl. also attach the detailed CV with the EOI)

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): _____ **or Passport No:** _____

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): dates of employment, name of employing organization, positions held.*]:

<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.

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

Full name of authorized representative: _____

Annex – C “Experience of the Firm”

Experience (At least three)			
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 please elaborate your firm role in the assignments.	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: