

PUNJAB SKILLS DEVELOPMENT FUND

Request for Proposal

“Hiring of a Consulting Firm for Business Management Module Development and Conducting Training of Trainer for Skills for Market Linkage Program



Submission Date for RFP: April 28th, 2018

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

Phone: +92-42-35752408-10

Fax: +92-42-35752190

Punjab Skills Development Fund

Request for Proposal (RFP)

Hiring of a Consulting firm for Business Management Module Development and Conducting Training of Trainer for Skills for Market Linkage Program

Introduction:

PSDF is a not-for-profit Fund that invest in the development of vocational skills of the poor and vulnerable youth of Punjab; the largest province of Pakistan with 100 million population. The Fund has been set up by the Government of Punjab in partnership with DFID. With its unique operating model, the Fund conducts all its trainings through training providers primarily in the private sector. It also monitors and evaluates every training program outcomes through 3rd party monitoring and evaluation firm. To ensure that the trainings are aligned with the economic development and opportunities available, the Fund is increasingly signing up with private sector business to get engaged in better training outcomes and ensure employability of the graduates.

A big component of our focus is to train women in market-driven skills and increase their labor force participation rate. For this, we have designed exclusive programs aiming self-employment through structured market linkage activities. Skills for Market Linkage focuses on developing the market linkages for women in the textile sector. For such intervention, we are looking for a training firm to conduct training of the trainers. The objective of training is to develop market linkage and business management skills in the trainers to teach the trainees subsequently. The classes under the program has been initiated from March 2018 in 9 Districts of Punjab.

1. Skills for Market Linkage Program Overview:

Under this program, trainees, will be given training in three trades i.e. hand embroidery, adda work and commercial tailoring. The program Components with duration are as follow:

1. Initial Training – 4 Months
2. Project Work – 2 Months
3. Production and Market Linkage Period – 6 Months

Brief Description of Components of Program are shown in **Appendix A**

2. Invitation to Proposal: -

Sealed proposals are invited from Consulting Firm for the services of “**Hiring of a Consultant for Business Management Module Development and Conducting Training of Trainer for Skills for Market Linkage Program**”. Please go through ToRs and provide required information related to this RFP.

3. Terms of Reference (ToR):

I. Learning Intervention on Skills for Market Linkage:

Objective/ Overview: We are looking for a training consultancy firm to help us train the trainers under TOT model. Training of trainer is essential element for transmission of required skills to trainees. The objective of the TOT model is to impart trainings to the trainers on the modules outline provided by PSDF at the start of the project phase of the Skills for Market Linkage. This will aid the instructors to teach the trainees accordingly. A TOT for instructor will be conducted in two major districts of Punjab (Lahore & Multan). The expected number of participants of TOT will be 55-80.

Expected number of training hours will be as per the suggestion of consultant and approved Market Linkage Modules.

This training will enable instructors to develop pedagogy skills and methods of delivering lectures / role plays / other interactive techniques for developing market linkage skills in trainees. The average education level of trainees is Matric and below, where as that of trainers is Graduation. Training of Trainers will build a pool of competent instructors who can then impart skills to trainees.

II. Deliverables (Scope of work):

TOT module will cover the following contents (not limited to):

- | | |
|---|---------------------------------------|
| 1. Introduction to Entrepreneurship | 8. Unpacking Marketing |
| 2. Business Vision | 9. Introduction to Leadership |
| 3. Business Planning and Goal Setting | 10. Leadership Qualities / Approaches |
| 4. Budget and Financial Management | 11. Leadership Approaches |
| 5. Making Business Plan | 12. What is Communication? |
| 6. Introduction to Marketing | 13. Importance of Communication in |
| 7. Marketing Plan for Micro entrepreneurs | Business |

This TOT cost will include following:

1. Cost of developing the training content & delivering the training
2. Cost of the training materials including trainee handbook for 55 to 80 Instructors
3. Stationary & certificate
4. Boarding & lodging of course facilitator
5. Maximum class size of 25 trainees

III. Target Audience: Instructors conducting the business management and market linkage module under “Skills for Market Linkage”.

IV. Timelines: Aiming for May 2018- onward. However, in case of any change in date, will be communicated accordingly.

V. Duration: The duration can be suggested by the consulting firm. But recommended days for the ToT session per batch are 3 days.

4. Selection Criteria:

Consulting firm who wishes to be considered for the services described herein should fulfill the following requirements under eligibility and evaluation.

I. Eligibility Requirements:

The company should provide the following documents

No.	Documents Required	Eligibility Condition
1	Copy of Evidence of firm’s registration/ incorporation.	Consulting Firm must have Certificate of Incorporation.
2	Affidavit on firm’s letter head declaring that company is not blacklisted by any government agency/authority/autonomous body/MNCs.	Consulting Firm must not be blacklisted.
3	Copy of NTN/FTN certificate or GST/PST (if applicable)	Consulting firm must have NTN / FTN or GST/ PST whatever applicable.
4	Copy of Audited Financial Statement of Last Fiscal Year from ICAP Registered Chartered Accountant Firm. With annual turnover of PKR 200 million or more.	<ul style="list-style-type: none"> • Consulting firm must provide the copy of audited financial statements from ICAP registered chartered accountant firm. • Minimum annual turnover of PKR 200 million.

II. Evaluation Criteria

Sr. No.	Descriptions	Total Points	Evidence
1	Qualification & Experience	25	
	A team of 2 or more trainers with relevant experience of conducting TOT and Qualification.		Trainers Resume profile along with Copy of Educational Certificate.
2	Manuals Developed	50	
	Experience of Developing the Manuals as per the scope of consulting assignment		Documentary proof in form of sample manuals should be Provided.
3	Financial Capability (PKR)	25	
3.1	Financial Health of Organization. if annual turnover / Revenue is more than PKR 200 million and less than 250 million	10	Audited financial report of last year.
3.2	Financial Health of Organization. If annual turnover / Revenue is more than PKR 250 million and less than 300 million	15	
3.3	Financial Health of Organization. If annual turnover/Revenue is more than PKR 300 million	25	
	Total Points Awarded	100	

Financial Bid of only Technically qualified organizations (scoring minimum of 65 marks) will be opened. 65 marks is just pass/ fail criteria with no effect on the financial evaluation. Bidder who shall obtain 65 or greater will qualify for the financial bid opening.

5. Type of Contract:

The successful bidder shall execute the standard contract of PSDF including any general conditions as specified therein. Any amendments to the standard contract shall be made with mutual consent of both parties. Duration of the contract is less than 6 months.

6. Instruction to Consultancy Firm:

- I. The selection of consultancy firm will be based on Least Cost selection method through Single Stage Two Envelopes bidding procedure.
- II. The bid shall be a single package consisting of two separately sealed envelopes, containing separately:
 - “Eligibility & Evaluation documents” (along with all Supporting Documents). The envelope shall be marked as “Eligibility & Evaluation documents”. These should be in binding form and each page must be numbered, signed and stamped by the relevant authority. Respective supporting documents must be properly flagged.
 - “Financial Proposal” should be submitted in a separate sealed envelope. Financial proposal must be sealed otherwise training provider will be declared ineligible and all documents will be returned.
- III. In the first instance, the “Eligibility and Evaluation documents” shall be opened and envelope marked as “Financial Proposal” will be retained unopened in the custody of PSDF. PSDF shall evaluate eligibility checklist documents first, PSDF may reject any proposal which does not conform to specified requirements.
- IV. Financial proposal will be opened in the optional presence of all consultants.
- V. Consulting Firm those found eligible and technically qualify will be short-listed for financial bid opening.
- VI. Service order will be issued to eligible and lowest quoted consulting firm for this assignment.

7. Conditions/Guidelines:

- I. All work by the consultant should be carried out collaboratively with the PSDF.
- II. An agreement shall be drawn between PSDF and the Consulting firm, before the commencement of the services.
- III. All the data, documents and reports produced by the Consulting firm for the said services shall be the property of the PSDF.
- IV. The Consulting firm shall not share and use any data, document and reports for any other purpose or job without the explicit written approval of PSDF.
- V. Interested parties are requested to send their proposal on postal address mentioned below by COB **April 28th, 2018**.
- VI. During the eligibility checklist no amendments in eligibility checklist documents proposal shall be permitted.
- VII. After the eligibility and evaluation, PSDF will open Financial Proposals of the responsive organizations, publicly at a time, date and venue announced and communicated to the Consulting Firm in advance, within the bid validity period.
- VIII. The Proposal shall remain valid for 180 days from the date of bid opening.

- IX. The financial bids found of non-responsive shall be returned un-opened to the respective Consulting Firm.
- X. PSDF reserves the right to request submission of additional information from the consulting firms to clarify/ further understand the aspects of evaluation criteria, if required.
- XI. PSDF reserves the right to award or not to award the project.
- XII. Although adequate thought has been given in the drafting of this document, errors such as typos may occur which the PSDF will not be responsible

Postal Address:

Procurement Department

Rizwan Akhtar
 Punjab Skills Development Fund
 21/A, H-Block, Dr. Mateen Fatima Road, Gulberg-II Lahore
 E-mail: Proc@PSDF.org.pk
 Landline: +92-42-35752408-10, Fax: +92-42-35752190

Financial Proposal Format:

Code	Required Information	(PKR)
1.1	Total Cost of Conducting Training of Trainers Per Person (In Figures)	
1.2	Total Cost of Conducting Training of Trainer Per Person (In Words)	
1.3	Add Sales Tax on Services (Plus Any Other Taxes/ Levies/ All Applicable tax) (If Any)	
1.4	Total Cost Per Person (In Figures – Sum of 1.1 & 1.3)	
1.5	Total Cost Per Person (In Words- Sum of 1.1 & 1.3)	

Please fill the above table to quote the prices, number of participants are 55-80 with a batch size of 20-25 participants. Financial proposal should be submitted with all applicable taxes with breakup.

Payment Terms:

Payment shall be made within 30 days after the services rendered and submission of invoice.

Annexure A

Component 1: Initial Training (4 Months):

The initial training Period spans **for a maximum of 4 Months** for all trades. The Training provider will cover all contents of the training and it is envisaged that trainees will get sufficient proficiency in handling the tools & equipment after the completion of Initial Training. At the end of initial training, trainees must have all required core skills relevant to the trade. It is expected that selected training provider will provide training in market relevant skills by updating the existing curricula.

Component 2: Project Work (2 Months):

The Projects will be provided for an additional **2 months period**. Training provider will provide the assignments relevant to the trade. All trainees will be given training on **Business Management Modules**. At the end of this project work, trainees must be able to complete the assigned task based upon the sample and hence training provider is required to provide the following deliverable

Preparation of Samples by Each Trainee. These samples will be compiled to form a catalogue. This catalogue will help trainee to display her products and obtain orders during production and market linkage period.

Component 3: Production & Market Linkage Period (6 Months):

Production & Market Linkage period will span for **6 Months** in which trainees will develop the orders in facilitation center (Training Center). Training provider is required to **highlight at least two trainees** who help in dealing with vendors and taking the orders on behalf of trainees. These trainees will be termed as coordinators. Trainees will be paid for their products made on a Monthly / Piece rate basis and trainee wise record will be submitted to PSDF for tracking the performance of individual trainees. Expectation of no of products per trainee and amount of sale proceed will be agreed at the time of contract. These two highlighted coordinators in each class will be specially trained by instructors for Leadership Skills. Leadership Skills modules is specially designed for them.