



Skills for Minorities

Date of Issuance: March 24, 2019

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FOREWORD

Punjab Skills Development Fund (PSDF) is a section 42, not-for-profit Company, established under the Companies Ordinance 1984 by the Government of Punjab. The purpose of PSDF funding vocational training is to shape the future wellbeing of poor & vulnerable youth by giving them access to skills training of the highest standard so they can find sustainable employment and income generation opportunities in Pakistan and beyond.

The scheme mainly “Skills for Minorities” is funded by Government of the Punjab and Department for International Development (DFID) UK. The purpose of this scheme is to impart trainings to minorities. “Minorities are the non-muslims as defined in Article 260(3)(b) of the Constitution of Islamic Republic of Pakistan”. The purpose of this scheme is to train minorities in order to include them in the mainstream economic activity by equipping them with vocational skills. It aims to provide equal income generation opportunities to the minorities.

This document provides general information and basic eligibility requirements for provision of information to assess capacity of organizations (Industries/Establishments, Manufacturing Units and Formal Training Institutes) for the purpose of training services. Interested organizations who meet the eligibility requirements are invited to submit Expression of Interest (EOI).

EOI must reach the following address by **April 19, 2019**. Incomplete or late received EOI will not be evaluated.

Secretary Training Service Selection Committee
Skills for Minorities
Punjab Skill Development Fund,
21-A, Block H, Dr Mateen Fatima Road,
Gulberg II, Lahore

SECTION	CONTENTS	Score	
Description	Introduction		
	Data Sheet / Brief Summary of Product		
EOI Form	Part A: Information About the Organization		
	Part B: Eligibility Requirements		
	Part C: Capacity of Organization	Financial Capacity	40
		Management Team	30
	Part D: Courses proposed and Past Experience	30	
	Part E: Applicant Declaration		
	Part F: Checklist		
	Annexure A: CV Format		
	Annexure B: Detail Evaluation Criteria		
Total		100	

Note:

- It is mandatory to achieve minimum 65% score cumulatively in order to become Responsive and qualify for issuance of RFP.

Description of Product

INTRODUCTION

1. PSDF wishes to shortlist interested **organizations (Industries/Establishments, Manufacturing Units and Formal Training Institutes)** with the capacity to carry out trainings in trades/courses for minorities.
2. Organization contracted under this scheme will be responsible for selecting & train only the minority trainees across Punjab and providing post-training placement support.
3. The purpose of this document is to provide orientation to enable organizations to evaluate their interest in tendering and conducting training. This is not a guarantee of the actual conditions under which the training services will be tendered or executed.
4. Organization shall bear all costs associated with the preparation and submission of their proposals and attending capacity building/pre-proposal conference.
5. PSDF is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to the award of contract, without incurring any liability to the organization.
6. This Expression of Interest is governed by the procedure approved by PSDF Board of Directors.
7. All documents and information received by PSDF from applicants will be treated confidentially.
8. The documents submitted to PSDF will not be returned.
9. This scheme is open to all sectors and all trades.
10. The closing date for receipt of Expression of Interest and required documents is **April 19, 2019**.
11. An organization may propose training for multiple trades and at multiple locations. There is no restriction on the number of trainees to be proposed. However, no organization will be awarded contract for number of trainees exceeding 20% of the approved target under this scheme or 10% of PSDF Year budget.
12. A hard copy of filled & signed Expression of Interest form along with all supporting documents shall be submitted in a sealed envelope marked as "**EXPRESSION OF INTREST – SKILLS FOR MINORITIES**". The envelope must be submitted at the specified address through courier only or through submission by hand.
13. Industries may apply for EOI for a trade/course from any sector of the economy **in-line with its core business** and Formal Training Institutes may apply for any courses registered/affiliated or accredited **by a competent authority**.
14. An Organization may qualify for multiple trades/courses and at multiple locations which are under their ownership/management control. In case of industries there must be a business activity associated with the proposed trades. Organization is not allowed to form consortium for this scheme.
15. Only shortlisted organizations in respective trades/courses will be invited to submit proposals.
16. Final selection of organization will be done following Quality and Cost Basis Selection (QCBS) methodology.
17. PSDF reserves the right to verify any information provided by prospective organization. **EOI submitted on the basis of any false information, misstatement and/or fake documents will be void.**
18. Conflict of Interest: The Training Provider, its employee must
 - Not provide any assistance to any other person/entity in conflict with 'PSDF'
 - Not provide services for any assignment.
 - Must disclose any conflicting relationships, and these relationships must not be affecting

proposal submission and selection or at any other phase.

19. Organization must not be involved in any corrupt or fraud practices and adhere to highest ethical standards.
20. All direct & indirect taxes will be deducted in accordance with the provisions of Government Rules amended time to time.
21. In case of delay in services a penalty for delay may be imposed. If the organization completely fails to provide the services within prescribed period and doesn't comply with the reminders, the case of Training Provider may be put to relevant authorities to declare the firm as "Blacklisted".
22. Payment of training services will be made on the satisfactory completion of trainings according to terms and conditions.
23. An organization may submit only one EOI, even if the organization is interested in providing training in multiple trades or at multiple locations. The organization cannot be part of another EOI directly or indirectly. In case all or any of the owners/directors/members/trustees of an organization are also owners/directors/members/trustees of any other organization(s), such organizations may submit only one EOI. In case of participation in more than one EOI, only one EOI will be accepted upon the consent of both parties. If no consent is provided in due course of time upon intimation by PSDF, then both parties will be rejected.
24. PSDF will charge evaluation cost from organization, as the evaluation of proposals is being outsourced. Organization is required to provide a Bank drafts in the name of "Punjab Skills Development Fund."
 - i. First Bank draft amounting to **Rs. 6,517 (Six Thousand Five Hundred and Seventeen rupees only)** should be submitted for evaluation of 'Eligibility' by every organization who is applying for this scheme.
 - ii. The second bank draft amounting to **Rs. 7,195 (Seven Thousand One Hundred and Ninety-Five Rupees Only)** for evaluation of 'Responsiveness'. If the organization has been declared ineligible, then second bank draft will be returned after the completion of procurement process of the Scheme.

EOI document will not be evaluated if above mentioned two Bank Drafts in favour of "Punjab Skills Development Fund" are not submitted along.

25. Engaging an individual consultant / consulting firm for completing the EOI forms will be at the sole discretion of the organization and PSDF will not be responsible for such engagement. It is encouraged that an organization should fill the form by itself and provides the documentary evidence instead of relying on consultant. Instances have been observed where consultants have misguided the organizations which lead to financial loss and reputational damage.
26. PSDF reserves the right to cancel the call of EOI without stating any reason.
27. **Terms of Reference for organizations to conduct training after qualification will be as follows:**
 - a. Mobilize the minority community and select trainees from the minorities only for the proposed skills training.
 - b. Arrange the provision of properly equipped training facilities/ equipment as per demand of curriculum and/or list mentioned in the curriculum. It includes machinery, equipment, tools, class room & lab, workshop furniture and other physical facilities (e.g. washrooms, back-up power, drinking water etc.). In case of deficiency, arrange additional training facilities as per requirement.
 - c. Engage competent and qualified instructors and support staff as per qualification and experience mentioned in the curriculum.

- d. Industries/establishments and manufacturing units can only propose a customized curriculum based on their business requirement. PSDF decision to accept or reject the curriculum would be final. Whereas institutes will follow the approved curricula from an accredited body.
- e. Ensure provision of vocational training in shortlisted trades/courses using the approved curriculum and following the agreed parameters.
- f. Provide all learning aids, teaching materials, equipment/machinery, consumables & additional facilities, as per demand of curricula, free of cost to the trainees (all costs on account of these items will be included in training fee which will be paid by PSDF).
- g. Provision of dedicated classrooms for trainees.
- h. Provide protective clothing to every trainee (if required) as per the curriculum.
- i. Establish a system for providing reports to PSDF within stipulated time.
- j. Organizations will report employment of trainee's post-completion of training.
- k. Facilitate and provide access to PSDF monitoring team for monitoring of training.
- l. Maintain a separate bank account and financial record relating to the PSDF assignment(s).
- m. Assist any PSDF partner in carrying out a tracer study / evaluation of the trained persons.
- n. Arrange testing and certification from a relevant accredited certification body if it is other than PBTE.
- o. Arrange distribution of certificates in a simple ceremony on completion of training. If graduation ceremony is arranged by PSDF at large scale (cost of such ceremony will be borne by PSDF). Assist PSDF in the arrangements of graduation ceremony
- p. Display prominently banners / sign boards relating to the training, after approval by PSDF.
- q. Training Providers will be responsible for certain deliverables, including progress reporting, as per requirement of the project.
- r. Trainer and management should be present at location at the time of inspection.
- s. Any other obligation agreed in the contract.

BRIEF SUMMARY

Features	Proposed Parameters
Objective of the EOI	To ensure that organizations (Formal Training Institutes/Industries/Establishments) having adequate managerial capacity, financial health and past experience to provide skills training are invited to submit technical and financial proposals to train minorities under this scheme. This skill education will be the catalyst needed to pull families and communities out of the cycle of poverty and limited social circle. As minorities are the fastest-growing segment in the country and they make up a disproportionately large segment of the economically poor population, tending to their skills educational is much needed pulling them in income generation by inclusion into main stream economic activity.
Location of Organizations	Organizations located in Punjab and adjoining areas may apply for EOI.
Time Schedule of the Training Services	All trainees enrolled under “ Scheme for Minorities ” must complete training by March 2021. Training to commence from October 1 st , 2019.
Minorities Definition	Minority means the non-Muslims as defined in Article 260(3)(b) of the Constitution of Islamic Republic of Pakistan.
Target Number of Persons to be enrolled for Training	Total enrolment target under the scheme is 5,000. PSDF may increase / decrease the set targets. Sector/ Trade wise target varies.
Maximum Trainees per Organization.	Maximum 20% of the approved target for the scheme per Organization
Training Locations	Training location can be anywhere in Punjab and its adjacent areas.
Category of Organization	Organization needs to categorize themselves as Industry or Formal Training Institute. All supporting documents will be submitted accordingly. Both categories will be evaluated trade-wise separately and taxed accordingly at the RFP stage.
Target Group (Eligibility for Admission)	<p>The trainees for the scheme can be from any district of the Punjab.</p> <ul style="list-style-type: none"> • <u>Non-Muslim with a valid proof*</u> • A male or female, age 18- 29 years • Must have CNIC with permanent or temporary residential address of Punjab • Must not have previously attended any course funded by PSDF and registered in PSDF database • Must meet the entry requirements as specified in respective training curricula. <p>*It will be the responsibility of Training Provider to ensure that the trainee belongs to a non-Muslim community, PSDF will check from database of NADRA and any trainee other than non-Muslims will be expelled.</p>
Who Can Apply	<ol style="list-style-type: none"> 1) Industries/Establishments with adequate facilities to carry out training. 2) Following type of institutes who are affiliated, registered, accredited can apply: <ul style="list-style-type: none"> • Vocational /Technical Training Institutes • Poly Technic Institutes / Colleges of Technology / Commerce Institute • Colleges/Universities of Engineering / Business / Commerce / Information Technology • Colleges/Universities of Agriculture / Livestock • Organizations operating the institute(s)/Colleges/universities of

	<p>above-mentioned types</p>
<p>Evaluation Cost</p>	<p>1. Organizations have to submit two bank drafts amounting Rs 6,517 (Rupees six thousand, five hundred and seventeen only) and second bank draft of Rs. 7,195 (Rupees seven thousand, one hundred and ninety-five only) as it will be evaluated by a third-party evaluation firm engaged.</p> <p>Note:</p> <p>EOI document will not be evaluated if Bank Draft in favour of “Punjab Skills Development Fund” of above-mentioned amount is not submitted along with EOI document.</p> <p>This fee will be paid to Third Party Evaluation Firm for the evaluation of EOI document.</p>
<p>Selection of Trades / Courses</p>	<p>a. An Industry/establishment/ manufacturing unit may propose trade in which they have conducted training in past and have core business related to that trades.</p> <p>b. Vocational / Technical Training institutes may apply for the trades/courses for which they are registered /affiliated.</p> <p>c. Institutes/ Colleges of Technology may apply for the trades/courses falling under the technology for which they are registered / affiliated subject to the condition that the course is taught as full subject and properly established workshop/lab is available. However, they are encouraged to obtain registration/affiliation of short courses as it will be mandatory in future.</p> <p>d. Colleges affiliated with any HEC recognized university/HEC recognized University may apply for the courses which are taught as full subject in degree courses being offered by them and properly established workshop/lab is available for practical training.</p> <p>e. In case of institutes a trade whose registration / affiliation or accreditation was or is pending with the relevant body will also be considered for shortlisting only if the challan slips and letter of request / copy of application form to the relevant body is provided with the document. Provision of valid registration / affiliation certificates is mandatory before the award of contract.</p> <p>Institutes / Colleges / Universities must be accredited / registered / affiliated with any one of the following for each Location before the closing date of EOI:</p> <ul style="list-style-type: none"> • NAVTTC/NTB • TEVTA • Punjab Board of Technical Education (PBTE) • Trade Testing Board Punjab (TTBP) • HEC recognized university • Any other international accreditation testing & certification body

	<p>In case of international certification</p> <ul style="list-style-type: none"> The training premises must be registered / affiliated with the relevant testing & certification authority for the proposed trade(s)/course(s) before the closing date of EOI. The registration/affiliation certificate must also indicate the address of the institute, name(s) of course(s) as to appear on the certificate, and complete code number of the course. <p>Note: Institutes whose affiliation / registration or accreditation from the above-mentioned authorities is pending are also eligible to apply. However, provision of valid registration / affiliation certificates is mandatory before the award of contract.</p> <p>In case of self/ customised curricula's</p> <ul style="list-style-type: none"> Only industry/establishment/ manufacturing unit can propose self-developed and customised curricula's as per industry need Self-developed curricula's will be later referred to curricula approving authorities for standardization and examination will be taken by third party firm as decided by PSDF <p>The decision whether any course can be included shall rest with PSDF and it may reject any proposed course which does not fit within the training framework of PSDF.</p>
<p>Eligibility Condition</p>	<p>Organizations must fulfill the following conditions to be considered for EOI:</p> <ol style="list-style-type: none"> Must have valid NTN / FTN in the name of the entity / organization. Must have documentary evidence showing the legal status with relevant government authority. Must not be blacklisted by any Government Authority or TVET body. In case of institutes only provide course affiliation certificate <p>Further Eligibility Conditions for Industry/Establishments/Manufacturing unit</p> <ol style="list-style-type: none"> Industries/establishments/ manufacturing unit with legal status of Sole Proprietor are not eligible to apply. Industry/establishment must be registered for 3 years at least. This information should be verifiable from NTN Certificate/ Certificate of Incorporation.
<p>Responsiveness Criteria</p>	<p>Organizations will be evaluated on their capacity on the submission of following documents:</p> <ol style="list-style-type: none"> Provide financial information of the last financial year under the following two options: <ul style="list-style-type: none"> Option 1: Signed and stamped bank statement of last one year from 1st January 2018- 31st Dec 2018. <li style="text-align: center;">OR Option 2: Provide latest financial statements issued by an ICAP licensed Chartered Accountant. <p>Note:</p> <ol style="list-style-type: none"> PSDF has absolute right to ask for Financial Statements (in case of availing Option 1) or any other legal/financial documents in order to

	<p>verify eligibility.</p> <p>ii) Public listed entities may not share the financial information. The financial health will be accessed through data available online.</p> <p>iii) State owned organizations do not need to submit their financial records</p> <p>2. Must provide CV of Management Team on the format prescribed by PSDF in Annexure A of Forms.</p> <p>Note:</p> <p>i) Copies of CNIC of the proposed team should also be attached with the form.</p> <p>ii) In case the incumbent has maximum education of Intermediate/Certificate/Diploma or below, he/she should have more than five years of experience in the sector.</p>
Common Ownership	<p>-Any Organization which is operational at more than one location can apply for multiple training locations within same application.</p> <p>-Industries/establishments/ manufacturing unit must have an operational setup or commercial activity at each of the proposed training location</p> <p>-Applications with different organizations name but same ownership will be declared ineligible.</p>
Training Location	<p>Proposed locations should provide legal documentation indicating ownership of the Organization. In case, Organization does not own the location, a lease indicating the use of facility must be presented.</p> <p>Ownership Document / Lease (Tenancy) agreement from the start of the establishment of organization must be provided at the RFP stage at least 3 years proof required. In case of shifted location please provide previous and latest rental/ ownership agreement.</p>
Capacity Building / Pre- Proposal Conference	<p>Capacity building / pre-proposal workshops will be conducted to guide the organizations for preparing the EOI document effectively.</p> <p>The interested organizations should get them registered by using the form 'Registration Form for Capacity Building Conference' available on PSDF's website. Date and venue of the workshop will be shared through an email confirming the registration.</p> <p>Or register here: https://goo.gl/forms/z1fsALMkSTRqZ22P2</p>
Representative/ Contact Person	<p>Ummara Zeeshan Associate Program Development ummara.zeeshan@psdf.org.pk programdevelopment@psdf.org.pk 042-111-11-7733 Ext 121</p>
Means of Communication	<p>Formal communication between PSDF and organization will be preferably made through email.</p>

Job Placement	Organizations would be required to arrange employment of minimum of 20% of trained trainees.
Implementation of Training	This scheme is for implementation of training in a formal manner and not in the form of attachment on work. Moreover, the training would be delivered in organization's premises or facilities.
Trainees per Class	Up to 25 (According to availability of work places in lab / workshop and other training facilities).
Payment to Training Provider	(a) Training Fee (b) Trainee Support Payments c) Testing and Certification fees (on reimbursement basis).
Training Fee	<p>The financial bid will be based on training fee inclusive of all expenditures. It will include but is not limited to:</p> <ul style="list-style-type: none"> • Trainers' remuneration • Consumable training materials • Training manual & stationery required for training • Protective clothing (If any) • Management & reporting costs • Depreciation / rentals of machinery and equipment etc. • Utilities & miscellaneous items • Post training support to trainees (Job Placement)
Trainee Support	<ul style="list-style-type: none"> • Rs1,500 per trainee per month. • Hostel facility may be provided to trainees belonging to districts other than trainee providers district, payment will be made according to standard rates of PSDF. • Payment of stipend will be made as per PSDF policy. PSDF may engage a third party for payment of stipend directly to trainees. • Uniforms and a bag per trainee as per PSDF standard design & colour to every trainee. An amount of Rs. 1,500 per trainee (one-time cost) will be paid to the Organization for the purpose, who will provide uniforms and bag of acceptable quality to the trainees.
Testing Fee	<ol style="list-style-type: none"> 1. PSDF will pay the testing fee directly to PBTE under special arrangements. 2. In case of national certification, if the testing arrangement is proposed by the organization (other than PBTE), the negotiated testing fee will be paid by the organization to the testing agency. The testing fee will be reimbursed by PSDF upon submission of paid invoices at agreed/negotiated rates. 3. No testing fee will be paid to those organizations which are involved in self-certification. 4. For international certifications, organization (except Public Sector providers) would submit a written guarantee that they have sufficient funds to pay testing fees in advance. <p>In case of International certification, the trainee must qualify both theoretical and practical exam of all the modules, only then a trainee will be considered pass. Reimbursement of registration, testing & certification fee will be done upon successful passing of exam.</p>

Monitoring Rules	Separate monitoring business rules for FTI's and for industries will be applied. For complete rules please refer to our website.
Any Special Condition	PSDF may relax one or more conditions of the EOI document.
Submission of EOIs	EOI document must be submitted through courier latest by April 19, 2019 before 5:00 P.M on following address: Secretary Training Service Selection Committee Skills for Minorities Punjab Skills Development Fund, 21-A, H-Block, Dr. Mateen Fatima Road, Gulberg II, Lahore

Annexure B Detail Evaluation Criteria

Section	Component	Sub Component	Marks
C.1 Financial Capacity	Bank Statement	<i>Option 1 (Bank Statement)</i>	
		Total Deposit Maximum 20 marks will be awarded for total deposit of 1 Million PKR for formal training institutes and 10 Million PKR for industries/ establishments/ manufacturing units, if less, marks proportionate to that will be awarded	20
		Closing Balance Maximum of 20 Marks will be awarded for Closing Balance of 1 Million PKR for formal training institutes and 2.5 Million for industries/ establishments/ manufacturing units, if less, marks proportionate to that will be awarded	20
	Financial Statement	<i>Option 2 (Financial Statements)</i>	
		Total Asset Value Maximum 8 Marks will be awarded for the Total Assets equal to 1 Million PKR for formal training institutes and 10 Million for industries/ establishments/ manufacturing units, if less, marks proportionate to that will be awarded	8
		Annual Revenue Maximum 20 Marks will be awarded for Annual Revenue of 1 Million PKR for formal training institutes and 10 Million PKR for industries/ establishments/ manufacturing units, if less, marks proportionate to that will be awarded	20
	Cash in Hand Maximum 12 Marks will be awarded for Cash in hand of 1 Million PKR for formal training institutes and 2.5 Million PKR for industries/ establishments/ manufacturing units, if less, marks proportionate to that will be awarded	12	
C.2 Human Resource Capacity	Project Manager	Qualification 10 marks if qualification is bachelors or Equivalent (16 Years of Education), For 14 years of education 8 marks will be awarded. For 12 years of education 7 marks will be awarded but this is subject to minimum of 10 years of work experience.	10
		Relevant Experience One mark for each year of relevant experience. Maximum of 5 Marks will be awarded.	5
	Marketing/HR	Qualification 7 marks if qualification is bachelors or Equivalent (16 years), if less, zero marks will be awarded	7
		Relevant Experience One mark for each year of relevant experience. Marks proportional to that will be awarded.	3
	Reporting	Qualification 3 marks if qualification is bachelors or Equivalent (16 years), For 14 years of education 2 marks will be awarded. If less zero marks will be awarded.	3
		Relevant Experience One mark for each year of relevant experience. Marks proportional to that will be awarded.	2
D.1 Past	Tools & Equipment and Past Training	Tools and Equipment 10 Marks will be awarded if all proposed courses tools and equipment declaration is provided in Part D.	15

Experience	Experience		
		Number of Trainees Trained 10 Marks will be awarded if no. of Persons trained are 25 and more. If less, marks proportional to that will be awarded	15
Total Marks			100