

**PUNJAB SKILLS DEVELOPMENT FUND**



**PREQUALIFICATION**

**FOR HIRING OF  
INDIVIDUAL CURRICULUM CONSULTANTS**

April 2019

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## ***1. About Punjab Skills Development Fund***

Punjab Skills Development Fund (PSDF) is a not for profit organization established under the Companies ordinance 1984 by the Government of the Punjab in 2010. PSDF has three main funding bodies that includes Department for International Development (DFID-UK), World Bank and Government of the Punjab.

PSDF funds vocational and skill trainings for the poor and vulnerable population in 36 districts of Punjab. Since its establishment, PSDF has trained 350,000 youth in over 250 trades and it works with over 350 private and public-sector training providers.

## ***2. Background and Introduction***

Modification in the conventional learning environment and effective trainee engagement with the course content has been the key priority area of PSDF in the recent past. In light of this effort, PSDF desires to maintain a pool of pre-qualified panel of individual curriculum consultants to develop curricula according to the industry demands and propose revisions in the existing curricula which are not upgraded. The pool of individual consultants would be readily available on short and long-term need basis with PSDF. Individuals consultant's engagement with PSDF can vary from 1 months to one-year long assignments.

The Company invites applications from eligible individual consultants for provision of consultancy in the curriculum domain in the TVET Industry.

## ***3. Overview of Prequalification***

PSDF invites applications from Individuals Consultants having enough expertise in specialized curriculum domains as listed in the scope of Prequalification. List of sectors in which services are required are attached in annexure A.

## ***4. Eligibility Criteria:***

The Individual Consultants must have

1. Minimum of Bachelors degree (15/16 Years of Education). Attach copy of Degree.
2. Attach Letter of Reference from the National Public Sector TVET Organization / International body showing that Curriculum has been developed by Individual.

## **5. Scope of Prequalification**

Consultant services are required in one of the following major areas as per need.

### **a) Development of New Curricula:**

Tailor made curricula will be developed based upon industry demand and current job needs. The consultant will assess the skills required for a particular trade in consultation with the Industry. A detailed course curriculum needs to be developed covering at a minimum: course titles, time duration, prerequisites, required theoretical and practical content, lesson plans, list and equipment materials and modular based assessments. The curricula will be developed on standardized agreed format.

These will be developed keeping in view the aim of the training program. It should be easily comprehensible but quality content and key learnings with the practical aspects of the trainings being focused.

### **b) Curricula Upgradation:**

PSDF has always prioritized to link the industry with the vocational training institutes to create market linkages for its trainees that has been trained in such institutes. However, some of the courses available with the few national bodies are now outdated or require revisions in terms of new technology, updated machinery and skill proficiency. Individual lead consultants will be asked to propose revisions in curricula in specific trades as per need and provide recommendations based on the increased industry demand in the existing curricula so that the quality of the trainings can be enhanced.

### **c) Trade Benchmarking**

Individual Pre-Qualified Consultants shall also be asked to benchmark skills after reviewing the available curricula as per the need of the industry.

### **d) Any other relevant service as per requirement**

Apart from the above-mentioned tasks, individual pre-qualified consultants may be asked for any such service related to the curriculum enhancement, development, revision, technical review on the proposed self-curricula provided by our training partners as per need.

## **6. Standard Instructions**

- a. Prequalification shall be clear and elaborate. Different sections of the application shall be separated using color separators, flags or tags. The applications shall be prepared without any interlineations or overwriting.

- b. Individual consultant can apply for sub sectors as identified in Appendix A. Consultants will be selected sub sector wise based on their past professional and curricula development experience in the sub sector.
- c. Individual consultants may request in writing, for clarification of any of the provisions of this Prequalification up till 07 (seven) calendar days before the submission date. All queries may be sent to [programdevelopment@psdf.org.pk](mailto:programdevelopment@psdf.org.pk).
- d. Only eligible consultants are encouraged to submit their prequalification's as per submission requirements.
- e. Eligible individual consultants may apply for all sub sectors as identified in annexure A for pre-qualification. In case of multiple sub sectors, they are required to submit sub sector wise details of experience and curricula expertise.
- f. Consultants will be prequalified for the duration of 2 years from the date of issuance of Prequalification.
- g. Prequalification documents submitted by the individual consultants will be evaluated as per pre-established evaluation criteria.
- h. As and when needed, the Company will request submission of bids to individual consultants pre-qualified in the required subsectors.
- i. All expenses related to Preparation of this Pre-Qualification Document will be borne by the individual consultants (applicant).

## *7. Prequalification Submission Requirements*

The prequalification shall be in compliance with the below mentioned requirements:

- a. A covering letter as attached
- b. Copy of Degree showing the Qualification
- c. Letter of Reference from the National Public Sector TVET Organization / International body showing that Curriculum has been developed by Individual.
- d. All forms (attached in prequalification) duly filled along with the supporting evidences.
- e. PSDF will also arrange a consultant committee in consultation with the individual consultants for the quality assurance of the curricula developed by the pre-qualified consultants.
- f. Prequalification notice will be issued with respect to sub sectors mentioned in annexure A (or any other sector proposed).
- g. A sealed prequalification shall be submitted and delivered at the address given below before 5:00 PM at **26<sup>th</sup> April 2019** .

### **Head of Procurement**

Punjab Skills Development Fund,  
21-A, H Block, Dr Mateen Fatima Road,  
Lahore, Pakistan.  
Tel: 042-111-11-7733  
Email: [programdevelopment@psdf.org.pk](mailto:programdevelopment@psdf.org.pk)

## 8. Evaluation Criteria

Sr. No	Evaluation Criteria	Marks to be allocated
1	Academic Qualification	15
2	Professional Accomplishment*	15
3	Past Relevant Professional Experience*	20
4	Past Relevant Curricula Development Experience*	50
	<b>Total Points</b>	<b>100</b>
	<b>Minimum qualification score (65%)</b>	<b>65</b>

\*marks will be awarded based upon the sub sector. Individual Consultants will be Pre qualified based upon Sub Sector.

See Detail Evaluation Criteria in Annexure B.



# ***PRE-QUALIFICATION FORMS***





## Cover Letter

To:

**Head of Procurement,**

Punjab Skills Development Fund,  
21/A, H Block, Dr Mateen Fatima Road,  
Gulberg II, Lahore, Pakistan.  
Tel: 042-111-11-7733  
Email: [programdevelopment@psdf.org.pk](mailto:programdevelopment@psdf.org.pk)

Sir,

I, the undersigned, offer **Provision of Curriculum Consultancy Services** in accordance with my prequalification dated [ *Advertisement Date*]. I am hereby submitting my prequalification for **sub sector/s** including.....[mention names of all sub sector]

My prequalification is binding upon me and subject to the modifications resulting from such negotiations before the award of contract.

I understand you are not bound to accept any prequalification that you receive.

We remain,

Yours sincerely,

Authorized Signature:

[Name and Title of Signatory]

[Mobile No]

[Address]

**Sub Sectors in which you are Applying**

Sector Name	Sub Sectors	Curricula Development Experience (Yes/No) <i>Attached Copy of Curriculum Developed</i>
1.		
2.		
3.		

**1. Academic Accomplishments**

Degree	Name of Degree and Awarding Institution
PhD	
MPhil	
Masters	
Bachelors	

**Proof of Qualification Must be Attached.**

## 2. Professional Accomplishments

### List of Certifications, Publications, Awards and Memberships

Title	Year of Certification/ Publication/ award/ Membership	Name of Sub Sector which creates resemblance

- Response should be according to the proposed Sectors

### 3. PAST EXPERIENCE

#### 3.1 Sector Wise professional Experience of the consultant

	Experience 1	Experience 2
<b>Sub Sector</b>		
<b>Name of Employer</b>		
<b>Job title</b>		
<b>Start Date</b> <i>[DD/MM/YY]</i>		
<b>End Date</b> <i>[DD/MM/YY]</i>		
<b>Nature of Job (Brief Job Description)</b>		
<b>Attach Experience Certificate (Yes/No)</b>		

**Note:**

- For applying to more than one sub sectors, copy/paste the above table.

### 3.2 Curricula Development Experience

Please mention in detail your curricula development experience in the relevant sub sector/sectors for which you are applying.

Sr.No	Sector	Curriculum Title	TVET Curriculum Type (Conventional/ CBT)*	Curriculum Developed For (Mention Name of Organization)	Year of Development	Curriculum Sub Sector (as identified by PSDF)	Curriculum Attached (Yes/NO)
1.							

*Add Row if required*

**Note:**

1. CBT Curriculum development experience will be given high weightage.
2. Attach Maximum two curriculums per sub sector in which you are applying. Minimum one.
3. Reference Letter (s) from the National Public Sector TVET Organization / International body showing that Curriculum has been developed by Individual.



## Declaration

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

Date:

\_\_\_\_\_

*[Signature of Consultant]*

\_\_\_\_\_

Day/Month/Year

Full name of Consultant: \_\_\_\_\_

## Annexure A

Sectors	Sub Sectors
<b>Food Processing</b>	Desert, Dressing and Sauces
	Fruits and Vegetables
	Bakery and Confectionery
	Dairy Items
	Processed Meat and Poultry
	Any Other
<b>Information Technology</b>	Hardware
	Software
	Any Other
<b>Engineering</b>	Electrical
	Civil
	Mechanical
	Any Other
<b>Textile</b>	Ginning
	Spinning
	Stitching
	Dying
	Quality Assurance and Finishing
	Any Other

## Annexure B

Detail Evaluation Criteria			
Sr. No	Evaluation Criteria	Indicators	Marks to be Allocated
<b>1</b>	<b>Academic Qualification (15)</b>	Minimum PHD and Above	15
		Masters ( 18 Years of Education )	14
		Bachelors ( 16 Years of Education )	12
		Bachelors ( 15 Years of Education )	10
Degree can be any in subject. Proof of Qualification Must be Attached. In case of no proof, 0 Marks will be awarded.			
<b>2</b>	<b>Professional Accomplishments (15)</b>	If Year of Certification/ Publication/ award/ Membership is 2015 and later	15
		If Year is between 2010 and 2015 (including 2010)	13
		If Year is between 2000 and 2010 (including 2000)	11
		If Year is <2000	9
Each Response Carries 15 Marks. Average will be taken if more than 1 response.			
Each Certification, Membership, Award or Publication Must be relevant to the one of the Sector/s in which the consultant is applying. In case of No Relevancy, Zero marks awarded will be awarded.			
<b>3</b>	<b>Past Relevant Professional Experience (20)</b>	20 Marks for 5 years of relevant experience in the sub sector. Marks proportional to that will be awarded.	20
Relevant Experience includes teaching/ research/ hands on experience in the industry/ curricula development/ tvet and any other relevant experience.			



Past Experience of Each Sub Sector In which the consultant is applying, must be attached.				
Each Sub Sector Experience Carries 20 Marks. Individual consultant will be prequalified in sub sectors based upon the marks obtained in that section.				
4	Past Relevant Curricula Development Experience (50)	40 Marks for Relevant Curriculum Development Experience in the Sub Sector.	40	
		5 Marks for CBT Curriculum	5	
		Year of Development (5)	Post 2015	5
			2010-2015	2
<2010	0			
Curriculum Experience must be of TVET Sector. 0 Marks out of 40 will be awarded for non TVET Curriculum experience.				
Zero marks will be awarded if curriculum is not attached with the Prequalification form.				
Relevant Letter of Reference if not attach, Marks awarded out of 40 will be multiplied by 0.7				
Each Sub Sector Curriculum experience Carries 50 Marks. Individual Coconsultant will be Prequalified with respect to sub sectors. Marks will be calculated with respect to Sub sector in that section.				
In case of more than one Experiences per Sub-Sector, Average will be taken.				
<b>Total Marks</b>			<b>100</b>	