



PUNJAB SKILLS DEVELOPMENT FUND



WOMEN TRAINING IN LIVESTOCK MANAGEMENT 2020

Instructions & Data Sheet

August 2019



Skills For Success

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SECTION 1: INSTRUCTIONS TO ORGANISATIONS

1. Forward:

Punjab Skills Development Fund (PSDF) is a section 42, not-for-profit Company, established under the Companies Ordinance 1984 by the Government of Punjab. PSDF funds vocational skills trainings for the poor and vulnerable population of Punjab. The Organisations are engaged through a competitive bidding process on per trainee per month cost basis. Government of the Punjab and DFID, UK are main funding Organisations. This funding will be provided for the vocational and technical training of about 380,000 individuals for training in all 36 districts of Punjab till 2021.

This scheme, “**Women Training in Livestock Management 2020**”, is funded by the Government of Punjab and the Department for International Development (DFID), UK. The objective of this scheme is to support rural economy through provision of skills to women enabling them to enhance their livelihood prospects and increase their household income. These trainings will help rural women adopt the best practices and make optimum use of available resources in order to increase their animal’s milk production.

PSDF will follow its Procurement Rules for the entire bidding process.

Procurement Department
Women Training in Livestock Management 2020
Punjab Skills Development Fund
21-A, Dr. Mateen Fatima Road, Gulberg II,
Lahore

NOTE: Pre-Proposal conference will be conducted in order to guide the organizations for preparing the Bidding Document effectively. The interested organizations should get them registered before through an email at programdevelopment@psdf.org.pk. Date and venue of the conference will be shared through an email confirming the registration.

Description of the Product

DEFINITIONS

- a. "Board" means Board of Directors of Punjab Skills Development Fund, a company incorporated under section 42 of the Companies Ordinance 1984.
- b. "Client" means Punjab Skills Development Fund (PSDF).
- c. "Contract" means the contract signed by PSDF and Training Provider along with all attached documents thereto.
- d. "Data Sheet" means such part of the Instructions to Training Providers used to reflect specific conditions.
- e. "Day" means calendar day.
- f. "Financial Proposal" means that part of the proposal which provides details about cost of the proposed training.
- g. "Government" means the Government of the Punjab.
- h. "Instructions to Training Providers" means the section which provides potential Training Providers with all information needed to prepare their proposals.
- i. "Personnel" means temporary or permanent staff employed by the Training Provider and assigned to perform the Services or any part thereof.
- j. "Proposal" means the entire set of documents consisting of Technical and Financial Proposals submitted by an organisation.
- k. "Services" means one or more of the services related to delivery of training as specified in the Data Sheet and ancillary activities to be performed by the Training Provider in pursuance of the Contract.
- l. "Target Group" refers to potential candidates for admission who fulfil the eligibility requirements defined in the Data Sheet.
- m. "Technical Proposal" means that part of the proposal which provides information about the technical aspects of the proposed training.
- n. "Terms of Reference" (TOR) means that part of Bidding Document which explains the scope of work, activities, tasks to be performed, respective responsibilities of the Client & the Training Provider and expected results and deliverables of the assignment.
- o. "Trainee" means any eligible person who is selected for training by the Training Provider.
- p. "Training Provider" means an organization meeting the eligibility conditions as mentioned in Data Sheet and selected in accordance with the criteria set forth for the purpose.
- q. "WTLM" stands for Women Training in Livestock Management.

2. INTRODUCTION:

- 2.1 The purpose of this document is to enable Training Partners to evaluate their interest in tendering and conducting training. Furthermore, it contains Forms and list of required documents to be submitted.
- 2.2 The Client named in the Data Sheet will select multiple Organisations in accordance with the specified method of selection.
- 2.3 Proposals will be evaluated by a third-party evaluation firm as per the criteria mentioned in the bidding document. Eligibility will be check in first phase and further short listing will be done on eligible organisations on the basis of;
 - i. financial capacity of the organization,
 - ii. management team profile,
 - iii. past experience relating to livestock training and community mobilization
 - iv. Approach and Methodology.
- 2.4 Technical and Financial Proposal will only be evaluated for the shortlisted organisations. Each technical proposal will be given a technical score (St). Scores will be awarded as per the criteria attached with the bidding document, and minimum 65% score is necessary for qualification.
- 2.5 PSDF authorised person will visit the training site before the start of classes to inspect area, facilities, equipment, location, capacity and other aspects of training. Organisations are required to establish training centers after the award of contract.
- 2.6 PSDF will charge an evaluation cost from Organisations, as the evaluation of proposals is being outsourced. Organisations are required to provide Bank draft(s) in the name of "Punjab Skills Development Fund." Details are mentioned in data sheet.
- 2.7 Organisation can only submit technical & financial proposal(s) with respect to the clusters as per Annexure A.
- 2.8 Organisations interested in provision of training should familiarize themselves with the specified terms and conditions and take these into account while preparing their proposals. To obtain first-hand information regarding preparation of proposals, they are encouraged to attend a capacity building / pre-proposal conference.
- 2.9 On completion of training; testing and certification will be arranged by the Organisation from University of Veterinary & Animal Sciences (UVAS). Price will be quoted in Financial Bid and whichever certification Cost per Trainee Per Month will be lowest will be considered for all Organisations.
- 2.10 PSDF reserves the right to verify any information provided by prospective bidders. False information / misstatement will lead to disqualification and rejection of the Technical Proposals; and the Organisation may also be blacklisted.
- 2.11 The documents submitted to PSDF will not be returned and will be treated in strict confidentiality.
- 2.12 If required, PSDF reserves the right to request submission of additional information from Organisations to clarify any aspect of bidding document.
- 2.13 The Client 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 Organisation.

- 2.14 Organisation must disclose any conflicting relationships, and these relationships must not be affecting proposal submission and selection or at any other phase.
- 2.15 Organisation must not be involved in any corrupt or fraud practices and adhere to highest ethical standards
- 2.16 Successful Organisation will sign a training contract and is required to complete the assignment within the mentioned period. The services may be extended for further period based upon the Performance or any other criteria announced by PSDF.
- 2.17 All direct & indirect taxes will be deducted in accordance with the provisions of Government Rules amended time to time.
- 2.18 Payment of training services will be made on the satisfactory completion of trainings according to terms and conditions.
- 2.19 PSDF reserves the right to increase or decrease the training assignments during or after contract period.
- 2.20 Qualified bidder will not be authorized to outsource the services of contract.
- 2.21 Technical and Financial Proposal(s) will be submitted with respect to Cluster under this scheme. Organisation can apply up to any number of clusters mentioned in Annexure A. Organisation is required to submit one technical and one financial proposal for each cluster.
- 2.22 Competition will be cluster wise. Organisations may be awarded a contract for 8 months for up to two clusters or as approved by PSDF for the allocated number of trainees per cluster. For allocation target per cluster, see Annexure A.
- 2.23 Target trainee must have at least five milking animals. Organisation is suggested to have a mix of all types of trainees i-e having only cows, only buffalos or both in one class.
- 2.24 Organisation should not contact the Client on any matter related to their proposals, any effort by the organisation to influence the Client or recommendation for award of Contract may result in rejection.

3. PREPARATION OF BIDDING DOCUMENTS

- 3.1 The Proposal as well as all related correspondence exchanged between the Training Provider and the Client shall be written in the language(s) specified in the Datasheet.
- 3.2 Bidding documents to be prepared and submitted to PSDF consist of:
 - Section 3: Organization's Profile
 - Section 4: Technical Proposal
 - Section 5: Financial Proposal
- 3.3 All the above mentioned three parts should have separate binding in book form.
- 3.4 Misrepresentation / omission of facts may lead to the disqualification of the Training Provider, as well as debarring from bidding in future PSDF-funded schemes.
- 3.5 While preparing the proposal, Training Providers must give particular attention to the following:
 - 3.5.1 All documents (i.e. Forms, Annexures and other documents) relating to a part must have a single book-form binding. Each page should be numbered and initialed by authorized representative of the organization.
 - 3.5.2 Proposals received in the form of loose papers or not complying with instructions will be

- declared non-responsive.
- 3.5.3 Responses to the respective sections / parts of the proposal and attached important documents must be clearly and properly flagged.
- 3.5.4 All pages must be numbered and signed by the authorised person.

4. ORGANIZATION'S PROFILE (Section 3)

Organization's Profile part should be prepared using prescribed format. Additional required supporting documents must be attached. All the required documents should be in book-binding form and place it with the technical proposal(s) envelope as directed below in point No. 5.

5. TECHNICAL PROPOSAL (Section 4)

The envelope containing the **Technical Proposal shall be sealed and labelled as follows:**

Technical Proposal
Cluster Number: -----
Name of Assignment: Women Training in Livestock Management 2020
By: [Name of Organisation]

6. FINANCIAL PROPOSAL (Section 5)

- 6.1 Financial Proposal(s) shall be prepared using the Forms provided by the Client.
- 6.2 PSDF will consider costs in the manner specified in the Data Sheet.
- 6.3 The envelope containing the Financial Proposal shall be **sealed and labeled** as follows:

Financial Proposal
Technical Proposal
Cluster Number: -----
Name of Assignment: Women Training in Livestock Management 2020
By: [Name of Organisation]

- 6.4 **Any Financial Proposal found in the envelope meant for Technical Proposal (or vice versa) will lead to rejection of the proposals.**
- 6.5 **The Financial Proposal shall be marked by a warning "DO NOT OPEN WITH THE TECHNICAL PROPOSAL".**

7. Submission, Receipt, and Opening of Proposals

Proposal for a trade comprising of a technical and a financial proposal (in separate envelopes) shall be submitted in an outer-sealed envelope, clearly marked as follows:

Technical & Financial Proposals
Name of Assignment: Women Training in Livestock Management 2020
Cluster Number: -----
By: [Name of Organisation]
[Client Address as provided in the Data Sheet]

The Client shall not be responsible for any misplacement, loss or premature opening of documents if the outer envelope is not sealed and/or marked as stipulated. The proposals shall not reach to client later than the time and date indicated in the Data Sheet, else it will not be evaluated and returned. Proposal should be submitted to the address indicated in the Data Sheet through courier or post office. No interlineations or overwriting is allowed except as necessary to correct errors, authorized person must sign the corrections.

8. Evaluation of Financial Proposal:

- 8.1 In case of changes in the technical parameters, PSDF may ask the Organisations to submit revised Financial Proposal.
- 8.2 Financial Proposal shall be opened in the optional presence of the Organisation's representatives. Scores and bids will be announced and recorded.
- 8.3 Any computation error will be corrected. All activities and items described in the Technical Proposal but not priced shall be assumed to be included in the prices of other activities or items.
- 8.4 The lowest quoted Financial Proposal (Fm) on a cost per trainee per month basis within a cluster will be given the maximum financial Score (Sf).
- 8.5 Only the Financial Proposal of Organisations with qualified Technical Proposal will be opened.

9. Cluster Wise Selection of Organisations

- 9.1 Organisations will be ranked based upon the combined technical and financial score. The Organisation scoring the highest combined score within a Cluster will be selected and its price per trainee per month (inclusive of all direct and Indirect taxes) will be set as a reference price, Combine Score as Reference Score and Technical Score as Reference Technical Score. The top-ranked Organisation is awarded the contract.
- 9.2 One Organisation may be offered a contract in up to two clusters or as approved by PSDF. If the Organisation with second highest combined score in the cluster group is required to be selected, it will be offered the contract as follows:
 - 9.2.1 **Technical score is greater than the top scoring Organisation:** It will be asked to lower the cost per trainee per month to a level so that combined score equals the reference score of that cluster. In case of refusal the offer will be made to the third highest and so forth.
 - 9.2.2 **Technical score is equal to or lower than the top scoring Organisation:** It will be asked to lower the cost per trainee per month to a level of reference price in case the cost is higher than the top scorer otherwise the contract will be offered at bid price. In case the second ranked Organisation refuses, the offer will be made to the third highest and so forth.
- 9.3 One Organisation will be awarded the contract in up to two Clusters or as approved by PSDF.
- 9.4 In case of a single bidder in a cluster, average of all reference prices of clusters in a region as specified in Annexure A will be offered.

10. Negotiation

Negotiation may be done with Organisation on two aspects technical and/ or financial. The Organisation is expected to commence the assignment after approval by the Client on the mutually agreed date and location.

- 10.1 **Technical negotiations** The Client and the Organisations after negotiations will finalize the Terms of Reference, number of districts, number of trainees, number of classess per union council, staffing schedule, delivery schedule, logistics, and reporting arrangements. These documents will then be incorporated with the Contract as "Description of Services". Special attention will be paid to clearly defining the inputs and facilities required from the Client to ensure satisfactory implementation of the assignment.
- 10.2 Financial negotiations will be conducted for changes in cost of the services as a result of agreed technical modifications, and/or reduction in cost. Financial negotiations can also be conducted for reduction in

bidding cost, if the bid rate(s) exceed the maximum rate(s) acceptable to the Client.

11. Proposal Validity:

The Data Sheet indicates the time period for which the proposal would remain valid after the submission date*. During this period Organisation shall ensure the availability of nominated professional staff according to proposal. If required, the Client may request Organisation to extend the validity period of their proposals, if Organisation agree they will confirm the availability of staff as before. Organisation may replace staff, which would be considered in the final evaluation for award of Contract. Organisation who do not agree have the right to refuse extension in the validity of their proposals.

SECTION 2: DATA SHEET

Name of the Scheme	Women Training in Livestock Management 2020
Name of the Client	Punjab Skills Development Fund (PSDF)
Location of Training Institutions	Proposal to be submitted for only the mentioned clusters in Annexure A.
Time Schedule of the Training Services	Trainings will start from January 2020. The Scheme is for eight (8) Months. However, Organisation may complete the training before this.
Target No. of Trainees	Total enrolment target under the scheme is 12,000 Trainees
Eligibility Condition on Legal Status of Training Provider	Eligible Training Providers under this scheme must be a legal entity as: <ul style="list-style-type: none"> • Government Department, Authorities, Autonomous Bodies • Companies registered under the Companies Ordinance 1984 / Companies Act 2017 with valid License (if required) • Not for Profit Organisations
Eligibility Conditions	Training Provider must fulfil the following eligibility conditions: <ul style="list-style-type: none"> • Must have NTN / FTN in the name of the entity / Organisation. • Must have Documentary Evidence showing the legal status with relevant Government Authority. Other Eligibility Conditions <ul style="list-style-type: none"> • Must not be blacklisted by PSDF or any other organisation or faced contract cancellation or withholding of funds for contractual violations by PSDF in previous training schemes. • Must agree for monitoring by a Third Party contracted by PSDF. • Must agree to open a separate bank account for funds provided by PSDF. • Must agree to allow PSDF assigned auditors to check the accounts opened for PSDF funding as and when required.
Responsiveness Criteria	Organisations will be evaluated on their Capacity on the following basis; <ul style="list-style-type: none"> • Financial capacity of the organization, • management team profile, • past experience relating to livestock training and community mobilization • Approach and Methodology. <ul style="list-style-type: none"> • Financial Capacity Provide financial statements issued by an ICAP licensed Chartered Accountant. Note: State owned organizations do not need to submit their financial records • Management team profile: Must provide CV of the Team specified in the document on the format prescribed by PSDF in Annexure A of Forms. Note: Copies of CNIC of the proposed team should also be attached with the form. • Past experience & Approach and Methodology to be provided as specified in the forms.
Consortium	Formation of consortium is not allowed under this scheme
Curriculum and Manuals	Curriculum will be provided by the client. Trainee Manuals will be prepared by the Organisation and shared with PSDF before the initiation of the classes.
Maximum Trainees per organisation	One Organisation may be awarded contract for up to two clusters or as approved by PSDF. See Annexure A for allocation of trainees with respect to cluster.
Trainee Selection	Candidate selection will be Organisation's responsibility.
Capacity Building / Pre-Proposal Conference	A Capacity Building Conference will be held. Date and venue will be communicated via email.



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Target Trainee	Between the age of 18 to 35
	Must be a female
	Holding valid CNIC of any district of Punjab
	Must not have previously attended any course funded by PSDF and not registered in PSDF database.
	Must meet the entry requirements as specified in training curriculum provided by PSDF.
	Must have or taking care of at least 5 milking animals (cow or buffalo or both)
	Must not be a temporary or permanent employee of Training Provider.
Duration of Course	1.5 Months. Training will be run in batches over the programme duration.
Trainees per Class	Maximum 20 keeping in view availability of training space (Class room and Practical Area).
Minimum Conduct Hours	Minimum conduct hours per week are 20 (5 days x 4 hours daily).
Selection of Clusters	Organisation may submit Technical and Financial Proposals in any number of Clusters. See Annexure A for District (s) within a Clusters.
Testing and Certification	Organisation will arrange testing and certification of the trainees from University of Veterinary & Animal Sciences (UVAS). Certification Cost will be quoted in Financial Bid.
Implementation of Training	Training would be delivered in Training centres established by the training provider in the proposed training locations in the district. Training locations should be in the rural areas of the district. Maximum of 2 classes (40 Trainees will be conducted in One Union Council).
Payment to Organisation	(a) Training Fee
	(b) Trainee Support Payments
Training Fee	The financial bid will be based on training fee inclusive of all expenditures. It will include but is not limited to:
	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
Certification and Examination Cost	
Trainee Support	Fixed Stipend of Rs. 1,500 per trainee per monthh. Payment of stipend will be made as per PSDF policy through the Organisations and will be linked to attendance. PSDF may engage a third party for payment of stipend directly to trainees.
Currency	All financial figures should be quoted in Pak Rupees as mentioned in the Financial Proposal.
Evaluation Cost	<p>PSDF will charge evaluation cost from Training Providers, as the evaluation of proposals is being outsourced. Training Providers are required to provide three Bank drafts in the name of "Punjab Skills Development Fund."</p> <ol style="list-style-type: none"> The first bank draft amounting to Rs. 6,517 (six thousand and five hundred and seventeen rupees only) should be submitted for evaluation of eligibility by every training provider who is applying for the project. The second bank draft amounting to Rs. 7,195 (seven thousand one hundred and ninety-five rupees only) should be submitted for evaluation of responsiveness of the training service provider who is applying for the project.

	<p>3. Rs. 3,912 (Three Thousand Nine Hundred and Twelve Only) should be submitted by every ORGANISATION for evaluation of each cluster wise Technical Proposal.</p> <p>Bidding document will not be evaluated if above mentioned three Bank Drafts in Favor of “Punjab Skills Development Fund” of above-mentioned amounts are not submitted along with bidding document.</p>
Basis of Financial Evaluation	The financial bid will be evaluated on the basis of per trainee per month cost (inclusive of all applicable direct and Indirect taxes)
Submission of Proposal	Section 3 will be filled by each training provider only once no matter in how many clusters it is applying. For Section 4 and 5 , separate technical & financial proposals are to be submitted for each cluster.
Basis of Proposal Evaluation	Quality and Cost-Based Selection (QCBS) methodology using single stage two envelope method will be used for selection of Organisations based on combined Technical and Financial Score within a cluster.
Criteria for Evaluation	Technical Proposal:
	1. Quality of Training - 70 Marks
	2. Capacity of the Organisation to Deliver- 30 Marks
	Financial Proposal:
	Bids of only technically qualified i-e achieving 65% or more will be opened. Formula for Financial Calculation:
	$S_f = 100 * \frac{\text{Lowest Price}}{\text{Price of Proposal Under Consideration}}$ $\text{Overall Score}(S) = S_t * T + S_f * P$ $= S_t * 0.80 + S_f * 0.20$
Client's Representatives	1. Muhammad Sherjeel Usmani
	Manager- Program Development
	Mobile number: 0333-5858329
	2. Faiza Akram
	Associate Program Development
	Ext: 249
Client's Input	Publicity of the Scheme and arrangements for stakeholders' visits and ceremonies (in case of a large-scale graduation ceremony etc. if arranged by PSDF) at the completion of the assignment.
Validity of Proposal	180 days from last date of submission.
Clarification Requests	Requests addressed to Client's Representative / Contact Person in writing can be received before; 10:00 AM 7 th September 2019.
Expected Start Date of Training	1 st January 2020
Any Special Condition	PSDF may relax one or more conditions of the bidding document under notice to all shortlisted Organisations.
	PSDF will engage a third-party monitoring Organisation to verify proposed deliverables.
	PSDF may check the availability of training facilities through third party evaluation firm as per requirements of the relevant curriculum.
Bank Guarantee	Mobilisation Advance equal to 10% of the Contract value (if availed) against irrevocable & cashable Bank Guarantee to be adjusted in instalments (maximum five).
Training Facilities	The Organisation shall ensure availability of all trade- related equipment specified in the curriculum in such a manner that all trainees are able to perform practical.



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Means of Communication	Formal communication between PSDF and Organisations may be made through letter or email in English language.
Performance Evaluation	It is suggested that Organisation should select Districts keeping in view their practical area availability, mobilization capacity & outreach mechanism. Performance of the Organisation will also be evaluated on the basis of monitoring mechanism of PSDF. Poor performance will affect selection of the Organisation in PSDF future schemes or an extension of the contract such as: PSDF may impose financial penalties on Organisations on account of any violations/ breach of Contract in line with PSDF Business Rules.
Contract Extension	Performance of Organisations would be evaluated semi annually. Subject to performance evaluation and release/ availability of funds, the Contract may be extended for an additional period and/or for training of additional trainees, on same cost and TORs by mutual agreement of both parties. Organisations perceived to have demonstrated poor performance would not be considered for extension of contract for subsequent round of training.
Submission Address	Bidding documents should be submitted through courier and should be addressed as under: Procurement Department Women Training in Livestock Management 2020 Punjab Skills Development Fund, 21/A, H-Block, Dr Mateen Fatima Road, Lahore, Pakistan
Last Date of Submission of proposal	9th September 2019; 5:00 PM. *In case Ashura holiday is on 9th September, the submission date will be next working day i.e. 11th September 2019

TERMS OF REFERENCE (TOR)

Punjab Skills Development Fund (PSDF) is funding skills trainings to rural female residents of Punjab under “Women Training in Livestock Management 2020.” The selected Organisation will be expected to enter into a Contract specifying the responsibilities and deliverables of the assignment.

Responsibilities of Organisations are to:

1. Mobilise the trainees, conduct marketing campaigns, build interest in skills training and invite applicants for the skills training according to the eligibility criteria defined by PSDF.
2. Select only eligible trainees who have CNIC with permanent or temporary residential address of any district of the Punjab.
3. Select only those candidates who have not previously been trained through PSDF funding and are not already registered in PSDF database (through verifying data of the trainees from PSDF website via entering CNIC number). See detail eligibility criteria for the Trainee selection under the programme.
4. Arrange properly equipped training facilities as per curriculum requirements and/or equipment list mentioned in the curriculum. It includes machinery, equipment, tools, class room & lab / workshop furniture and other basic facilities (e.g. washrooms, back-up power, drinking water etc.). In case of deficiency, arrange additional training facilities as per requirement.
5. Engage competent and qualified instructors, principle and support staff as per provided CVs (qualification and experience) mentioned in the curriculum.
6. Get the facilities and arrangements inspected by PSDF before start of training.
7. Provide all learning aids, teaching materials, consumables, and 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).
8. Development and provision of training manual(s) which must be in line with the approved curricula
9. Manage a transparent system of payment of stipend to trainees in a timely manner according to the notified rates as per Contract (all records to be maintained). PSDF may engage a third-party Organisation for disbursement of stipend directly to trainees.
10. Establish a system for providing reports to PSDF within stipulated time through email or on a web-based data management system.
11. Maintain separate bank account and financial records relating to the PSDF assignment(s).
12. Assist any PSDF partner in carrying out a tracer study / evaluation of the trained persons.
13. Arrange testing and certification from the Government HEC recognized university which specializes Livestock/Veterinary Sciences.
14. Arrange printing of provisional certificates as per the format approved by PSDF.



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15. Facilitate the third-party firm appointed by PSDF for program impact assessment.
16. Arrange a simple graduation ceremony and distribute certificates to successful graduates on course completion and inform PSDF at least one week before the event.
17. Assist PSDF in the arrangements of graduation ceremony; if graduation ceremony is arranged by PSDF at large scale (cost of such ceremony arranged will be borne by PSDF).
18. Display prominently banners / sign boards relating to the training, after approval by PSDF. ORGANISATION must adhere to the marketing guidelines provided to them while advertising this program in the rural community.
19. Any other obligation agreed in the Contract.
20. The Organisation will be responsible for certain deliverables, including progress reporting, certification and completion of the training program as per requirement of the project.
21. 20% payment of the Organisation of the overall contract will be disbursed based on the completion of the following two deliverables:
 - Completion of the overall Training Program
 - Submission of Examination Results

Note:

In case of non-compliance of the above-mentioned responsibilities, financial penalties will be applicable as per the Monitoring business rules of PSDF.

Organisation will not charge anything to the trainees at any stage of the training process, in the form of admission forms, enrolment, training delivery or certification.

Responsibilities of Punjab Skills Development Fund are to:

1. Provide funds to meet training expenses as pertaining fee, number of trainees, attendance of trainees and payment schedule agreed in the Contract.
2. Provide funds for meeting costs on account of Trainee Support which includes stipend as determined by PSDF management.
3. Monitor / supervise the delivery of training, either directly or through a third party.
4. Take measures for quality control directly or indirectly.
5. Guide training partners for smooth implementation of training.
6. Arrange and finance a large-scale graduation ceremony, if any arranged by PSDF.
7. Bear costs on account of publicity as considered appropriate by PSDF management.
8. Inspect training facilities and arrangements and accord permission to start training (i.e. issue a Notice to Proceed).

Joint Responsibilities of Punjab Skills Development Fund and Organisations:

1. To showcase the training programmes funded by PSDF of different forums, if require.

Annexure A

Region	Cluster	District	Target Per District	Target Per Cluster
North	Cluster 1	Attock	1000	2000
		Mianwali	1000	
	Cluster 5	Bhakar	1500	2500
		Layyah	1000	
Central	Cluster 9	Jhang	1500	2500
		Chiniot	1000	
	Cluster 10	Toba Tek Singh	1000	2500
South	Cluster 12	Vehari	1000	2500
		Khanewal	1500	

Evaluation Criteria - Responsiveness

PART D		FINANCIAL CAPACITY	
Total Asset Value	Total Asset value Rs.50 Million or more, Marks proportional to that will be awarded		5
Net Assets	Net Assets of 20 Million and above, Marks proportional to that will be awarded accordingly.		5
Annual Revenue/ Turnover	5 Marks for Annual Revenue/Turnover value of Rs. 100 Million or more, Marks proportional to that will be awarded.		5
Cash in Hand	5 Marks for 10 Million of Cash in Hand, Marks proportional to that will be awarded		5
Total			20
PART D		IMPLEMENTATION TEAM	
Master Trainer	Relevant Qualification	DVM Doctor	5
		Bachelors (16 Years of Education) in related Discipline*	4
		Para Veterinary/ Livestock Assistant Diploma**	2
		Otherwise	0
	Relevant Experience	1 Mark for each year of relevant Work Experience. Maximum of 5 marks will be awarded. Score Proportional to years of relevant work experience will be awarded	5
Total			10
* BS Livestock, BS in Animal Husbandry or any other related degree			
** Diploma in Livestock Assistant, Para Veterinary and any other related to livestock			
Project Manager	Relevant Qualification	Masters / bachelors Degree (16 years of education)	4
		Diploma/ Bachelors (14 Years of Education)	3
		Certificate	2
		Otherwise	0
	Relevant Experience	Maximum of 3 marks will be awarded 6 years of experience. Score Proportional to that will be awarded.	3
Total			7
Community Mobilizer Lead	Relevant Qualification	Diploma/ Bachelors (14 Years of Education and above)	3
		Intermediate/ Certificate	2
		Otherwise	1
	Relevant Experience	Maximum of 5 marks will be awarded for 5 years of work experience. Score Proportional to years of relevant work experience will be awarded	5
Total			8
PART E		PAST EXPERIENCE OF TRAINING IN RELATED DISCIPLINE	
CORE BUSINESS	If the Core Business of the firm is related to Milk Collection and Milk Processing/ Dairy Business		8
	If the Core Business of the firm is linked to livestock and Veterinary Services		5
	If None of the Above		2
Total			8
FUNDING SOURCE	If Funding by International Agency		2
	If Funding by Local Agency		1
	Self		0.5
	0 Marks in case the funding source is not mentioned		
Total			2
Accumulated Number of Trainees Trained in the Past	Max 10 Marks will be awarded for 500 and above Trainees. Marks proportional to that will be awarded.		<u>7</u>
Year of Implementation	Before 2005		1
	In Between 2005- 2010		2
	In Between 2010-2015		3
	In Between 2015-2018		4
Total			4
Duration of the Project	Maximum 2 marks will be awarded for a project duration of two years and above. Marks proportional to that will be awarded.		<u>2</u>

Number of Villages Covered	Number of Villages covered from 1-10	0.5
	Number of Villages covered from 10-20	1
	Number of Villages covered from 20-30	2
	Number of Villages covered 30 and above	3
Total		<u>3</u>
Outcomes of the Project		<u>4</u>

Note:

In case of non-community mobilization experience, zero marks will be awarded.

Total Number of Trainees Trained will be accumulated for all past experiences mentioned.

If Claimed Experience is that of PSDF and Past Experience as mentioned in Performance Sheets will be awarded, calculated by Total Marks of **30** by Performance Percentage. **Recent Evaluation carries 70% weightage and past Performance Evaluation Carries 30%.**

PART F	APPROACH AND METHODOLOGY	
How to increase the milk production of Buffalo/Cow and what will be the cost of intervention per animal		10
Impact of the Training Program		4.5
Mobilization Techniques		4
Creation of Market Linkage		3.5
Risk and Mitigation Strategy		3

TECHNICAL EVALUATION CRITERIA		
PART A.1	CLUSTER RELEVANCE	
Physical Presence in a Cluster	In case of physical regional office, factory, milk collection centre, dairy farm etc	4
	In case of already conducted training in that cluster/ awareness campaign/ business activity	2
Complete Details Provided and Verified	Details Provided	1
	Details not Provided	0
Total		<u>5</u>
PART A.3	PAST EXPERIENCE OF TRAINING	
A 3.1 Funding Source	If Funding by International Agency	3
	If Funding by Local Agency	2
	Self	1
	0 Marks in case the funding source is not mentioned	
A 3.5 Year of Training	Before 2005	0.5
	In Between 2005- 2010	1
	In Between 2010-2015	2
	In Between 2015-2018	3
A 3.6 Training Cluster	Training is conducted in the same cluster as of technical proposal	7
	Training is conducted in same Region	4
	Training is conducted in different Region	1
A 3.7 Certification Authority	International/National Certification/ University Certification	4
	Self Certification	1
	None	0
A 3.8 Number of Trainees Trained in the Past (from one experience)	Max 10 Marks will be awarded for 1000 and above Trainees. Marks proportional to that will be awarded.	<u>10</u>
A 3.9 Monitoring Mechanism		1
A 3.10 Total Value of the Project	Maximum 4 Marks for 25 Million and above. Marks proportional to that will be awarded.	<u>4</u>
Note: Zero marks in Project worth if no documentary evidence is attached.		
A 3.12 Documentary Evidence	By Third Party	<u>12</u>
	Self Reported: Through Project Report	<u>4</u>
	Self Reported: Other Evidence	<u>3</u>
	Otherwise	<u>1</u>

Total	12
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Note:

1. In case the course is not related to Livestock Sector (as mentioned in A 3.3) zero marks will be awarded.
2. If Claimed Experience is that of PSDF and Past Experience as mentioned in Performance Sheets. The Marks of only **A 3.8 and A 3.11** (total of 22) will be calculated by Performance Percentage. **Recent Evaluation carries 70% weightage and past Performance Evaluation Carries 30%.**
3. If Claimed Experience is that of PSDF But Past Experience is NOT mentioned in Performance Sheet than Marks of **A 3.8** will be awarded by cross verify the details with Master Sheet and Trainee Status Report.
4. In case of Dairy Companies/Corporations, Marks obtained out of 45 will be rounded off to 25. Rest 20 will be obtained as below:

Part A.3	Milk Collection Centre Details (Only in case of Dairy Companies) (Cluster Wise)	
Maximum 20 Marks for 5 Milk Collection Centres. Marks proportional to that will be awarded. In case of No documentary Evidence, 5 Marks will be deducted.		
Part A.4	Rural Community Mobilization Experience	
A4.1 Type of Community Mobilization	CSR Activity/ Rural Awareness Campaign/ Any other Training Program	1 0.5
A4.5 No of Persons Mobilized	2 Marks for 200 Female Mobilized. Marks proportional to that will be awarded.	2
A4.6 District(s) of Community Mobilization	In the Same Cluster	5
	In the Same Region	2.5
	None of the Above	0
A4.7 Number of Villages Covered	Max 2 Marks will be awarded for 10 and above villages. Marks proportional to that will be awarded.	2
A4.9 Mobilization Strategies		1.5
A4.10 Purpose/Objective of the project		1
A4.11 Number of Community Mobilizers involve in the Project	Max 1.5 Marks for involving 5 Community Mobilizers and above. Marks proportional to that will be awarded.	1.5
A4.12 Nature of Documentary Evidence	By Third Party	6
	Self Reported: Through Project Report	3
	Self Reported: Other Evidence / Otherwise	0
GRAND TOTAL		20

The Experienced Claimed should be different. No credit will be given if the same experience is mentioned in community organization.

PART D	CAPACITY OF THE ORGANISATION		
TRAINER (*3)	Relevant Qualification	DVM Doctor/ BS Livestock/ BS Animal Husbandry/ BS Dairy Technology	4
		Diploma in Livestock Assistant, Para Veterinary and any other related to livestock	1.5
		Otherwise	0
	Relevant Experience	3 Mark for 2 years of Training experience. Marks proportional to that will be awarded.	3
Total		7	
Grand Total		7*3=21	21
Community Mobilizer Lead	Relevant Qualification	Diploma/ Bachelors (14 Years of Education and above)	3
		Intermediate/ Certificate	2
		Matric	1
	Relevant Experience	Maximum of 6 marks will be awarded for 6 years of Relevant work experience. Score Proportional to that will be awarded	6
Total		9	
GRAND TOTAL		30	

Note:

All Instructors and Community Mobilization Lead must be unique. Zero Marks will be awarded if same resumes are attached by the TP for submission of Proposal in Multiple Clusters.