

PUNJAB SKILLS DEVELOPMENT FUND



Instructions to Training Provider, Data Sheet and Terms of Reference

Big Push for the Rural Economy- Agriculture

Date of Issuance: 3rd February 2020

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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, “**Big Push for Rural Economy – Agriculture Sector**”, is funded by the Government of Punjab and the Department for International Development (DFID), UK. The objective of BPRE Agriculture is to train the rural farmers on best practices for Wheat and Cotton crops and build their capacity by narrowing the disparity between practices. The intervention is unique in its aim to offer a menu of context-relevant trainings throughout the value chain.

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

Training Service Selection Committee
Big Push for Rural Economy- Agriculture
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.

1. 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 Service Provider along with all attached documents thereto.
- d. **“Data Sheet”** means such part of the Instructions to Training Service 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. **“General Training”** refers to the Basic Farmer Training.
- h. **“Government”** means the Government of the Punjab.
- i. **“Instructions to Training Service Providers”** means the document which provides shortlisted Training Service Providers with all information needed to prepare their proposals.
- j. **“Personnel”** means temporary or permanent staff employed by the Training Service Provider and assigned to perform the Services or any part thereof.
- k. **“Professional Staff”** includes management team, training and/or monitoring staff of Training Service Provider.
- l. **“Proposal”** means the entire set of documents consisting of Technical and Financial Proposals submitted by an organisation.
- m. **“Services”** means one or more of the services specified in the Data Sheet and ancillary activities performed by the Training Service Provider in pursuance of the Contract.
- n. **“Specialized Training”** refers to the Agriculture Extension Worker, Farm Machinery Mechanic and Electrician.
- o. **“Target Group”** refers to potential candidates for admission who fulfil the eligibility requirements defined in the Data Sheet.
- p. **“Technical Proposal”** means that part of the proposal which provides information about the technical aspects of the proposed training.
- q. **“Terms of Reference”** (TOR) means the part of bidding document which explains the scope of work, activities, tasks to be performed, respective responsibilities of the Client & the Training Service Provider and expected results and deliverables of the assignment.
- r. **“Trainee”** means any eligible person who is selected for training by the Training Service Provider.
- s. **“Training Service Provider (TSP)”** means an organization meeting the eligibility conditions as mentioned in Data Sheet and selected in accordance with the criteria set forth for the purpose.

2. INTRODUCTION

- 2.1 Training service providers (TSP's) will be responsible for providing training for all skills related to the agriculture value chain. The general training will be conducted at village level while the specialized trainings can be conducted in clusters for multiple villages. A final list of courses is at annexure – A.
- 2.2 TSP's will be engaged following Quality and Cost Basis Selection (QCBS) methodology.
- 2.3 The Client named in the Data Sheet will select an entity (Training Service Providers), in accordance with the criteria specified in the data sheet.
- 2.4 This Bidding Document is governed by the procedure approved by PSDF Board of Directors.
- 2.5 All documents and information received by PSDF from applicants will be treated in confidence.
- 2.6 The documents submitted to PSDF will not be returned.
- 2.7 The interested Training Service Providers are invited to submit Proposals (for Services required for the assignment named in the Data Sheet).
- 2.8 Bidding Document consist of 5 sections. Section 1 and 2 are for the information of the interested Training Providers.
- 2.9 Eligibility and Responsiveness forms (Section 3) are required to shortlist the eligible and responsive training service providers. They should be properly labelled and sealed in a separate envelop.
- 2.10 The Technical and Financial Proposals (Section 4 and 5) should be submitted properly labelled and contained within an outer envelope. The qualifying Proposals will be the basis for agreement negotiations and ultimately for a signed contract with the selected Training Service Provider.
- 2.11 Training Service Providers should familiarize themselves with the specified terms and conditions and take these into account in preparing their Proposals. To obtain first-hand information regarding preparation of proposals, they are **encouraged to attend a capacity building/pre-proposal conference**, if one is specified in the Data Sheet.
- 2.12 Training Service Providers shall bear all costs associated with the preparation and submission of their proposals, attending capacity building/pre-proposal conference, if any, and Contract negotiations.
- 2.13 The Client will provide information as specified in the Data Sheet in a timely manner.
- 2.14 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 Training Service Provider.
- 2.15 Competition will be district wise. Organisations may be awarded a contract for 12 months for **up to two districts** or as approved by PSDF for the allocated number of trainees per district. For allocation target per District, see Annexure A.

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: Eligibility and Responsiveness
 - 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 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. ELIGIBILITY AND RESPONSIVENESS (Section 3)

Eligibility and Responsiveness forms should be prepared using prescribed format. Additional required supporting documents must be attached. All the required documents should be in book-binding form and sealed and labelled as follows:

Eligibility and Responsiveness
Name of Assignment: BPRE-Agriculture Sector
By: [Name of Organisation]

Note: This section will be submitted once and district wise separate envelopes of section 3 is not required.

5. DISTRICT WISE TECHNICAL PROPOSAL (Section 4)

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

Technical Proposal
Trade Name: _____
District Name: _____
Name of Assignment: BPRE – Agriculture Sector
By: [Name of Organisation]

6. DISTRICT WISE 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
Trade Name: _____
District Name: _____
Name of Assignment: BPRE – Agriculture Sector
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”.

Note: Technical and Financial Proposals will be submitted District Wise. For Wheat and Cotton, separate proposals will be submitted.

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: BPRE – Agriculture

Trade: _____

District Name: -----

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. District 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 District will be selected and its weighted 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 will be awarded the contract.
- 9.2 One Organisation may be offered a contract in up to two districts or as approved by PSDF. If the Organisation with second highest combined score in the district 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 districts or as approved by PSDF.

9.4 In case of a single bidder in a district, average of all reference prices of districts 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, 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. Consortium:

If a Training Service Provider wishes to form a consortium by engaging one or more organizations, they have to provide consortium agreement, sample of which is attached with the proposal.

12. 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.

13. Availability of Professional Staff / Experts

Having selected the Training Service Providers on the basis of (among other things) an evaluation of the proposed Professional Staff, the Client will require written assurance that the proposed Professional Staff will be actually available for the Assignment.

The Client will not consider substitutions during agreement negotiations, unless both parties agree that undue delay in the selection process makes such substitution unavoidable, or for contingent reasons such as death, medical incapacity, or other extenuating circumstances. If this is not the case, and if it is established that Professional Staff were nominated in the proposal without confirming their availability, the Training Service

Provider may be disqualified, and the next-ranked Training Service Provider will be invited. Any proposed substitution in Professional Staff shall be agreed beforehand. Moreover, substitute staff must have equivalent or better qualifications and experiences than the original candidate, and such substitutions must be notified by the Training Service Provider within the time period specified in the letter of invitation to negotiate.

SECTION 2: DATA SHEET

Name of the Scheme	Big Push for Rural Economy - Agriculture Sector
Name of the Client	Punjab Skills Development Fund (PSDF)
Location of Training Institutions	Proposal to be submitted for only the mentioned districts in Annexure A.
Time Schedule of the Training Services	Training will start as per the crop cycles. Cotton training is expected to start from May 2020 and Wheat training is expected to start from November 2020. The Scheme is for twelve (12) Months.
Target No. of Trainees	Total training target is 20,000; <ul style="list-style-type: none"> • 10,000 trainees - Wheat • 10,000 trainees - Cotton PSDF may increase / decrease the set targets. Training will be provided to only males.
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 • Not for Profit Organisations • Assets of the enterprise must be in excess of Rs.100 million.
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 Agriculture training and community mobilization • Approach and Methodology <ul style="list-style-type: none"> • Financial Capacity Provide financial statements of latest one year 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.

	<p>Note: Copies of CNIC of the proposed team should also be attached with the form.</p> <ul style="list-style-type: none"> Past experience & Approach and Methodology to be provided as specified in the forms.
Consortium	Formation of consortium is allowed under this scheme. However, the consortium partner/s must be a legal entity.
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 districts See Annexure A for allocation of trainees with respect to districts.
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.
Target Trainee	Between the age of 18 to 35
	Males only
	Must have valid CNIC
	Resident of the village
	Must not have previously attended any course funded by PSDF and not registered in PSDF database.
	Must meet the entry requirements of the courses
	Must be already engaged or willing to be engaged or interested in agriculture value chain.
	Must not be a temporary or permanent employee of Training Provider.
Duration of Course	Recommended duration of the courses is mentioned in list of courses at Annexure A.
Trainees per Class	Maximum 25 keeping in view availability of training space (Classroom and Practical Area).
Minimum Conduct Hours	For Minimum conduct hours, see annexure A.
Selection of Districts	Organisation may submit Technical and Financial Proposals in any number of Districts. See Annexure A for District(s)
Testing and Certification	Testing / certification from an accredited / legally authorized body will be required for Farm machinery Mechanic and Electrician Courses. For other courses TSP may award certificates at its own level.
Implementation of Training	The training program will have two components (i) in class theory, (ii) demonstrations/ hands on exposure. Details of these components are provided in the terms of reference.
	This scheme is for implementation of training in a formal manner and not in the form of attachment on work. Dedicated machinery, equipment & area will be required for the purpose of theoretical and practical training / demonstration.
Payment to Organisation	(a) Training Fee
	(b) Trainee Support Payments
	(c) Testing & Certification (if other than PBTE for courses of Farm Machinery Mechanic & Electrician)
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 month. 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 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. The third bank draft amounting to Rs. 3,912 (Three Thousand Nine Hundred and Twelve Only) should be submitted by every organisation for evaluation of each district wise Technical Proposal. <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 weighted average training fee per trainee per month cost (inclusive of all applicable Direct and Indirect taxes)
Submission of Proposal	<p>Section 3 will be filled by each training provider only once no matter in how many districts it is applying. For Section 4 and 5, separate technical & financial proposals are to be submitted for each district.</p> <p>Wheat and Cotton Proposals will be submitted separately.</p>
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 district.
Criteria for Evaluation	<p>Technical Proposal:</p> <ol style="list-style-type: none"> Quality of Training - 70 Marks Capacity of the Organisation to Deliver- 30 Marks <p>Financial Proposal:</p> <p>Bids of only technically qualified i-e achieving 65% or more will be opened.</p> <p>Formula for Financial Calculation:</p> $S_f = 100 * \frac{\text{Lowest Price}}{\text{Price of Proposal Under Consideration}}$ $\text{Overall Score}(S) = S_t * T + S_f * P$ $= S_t * 0.80 + S_f * 0.20$
Client's Representatives	<ol style="list-style-type: none"> Muhammad Sherjeel Usmani Manager- Program Development Mobile number: 0333-5858329 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; 11:00 AM 31st January 2020
Expected Start Date of Training	1 st May 2020 for Cotton 1 st November 2020 for Wheat
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	<p>Following minimum standard shall be followed:</p> <ul style="list-style-type: none"> Classroom size: 9 sq. ft. per student. Lab/Workshop size: 15 sq. ft. per student or as notified by the testing/certifying agency. <p>The Training Service Provider shall ensure availability of all trade- related equipment specified in the relevant curriculum in such a manner that all trainees are able to perform practical simultaneously and independently. Depending upon the specific requirements of a trade, the standards may vary.</p>
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	<p>Bidding documents should be submitted through courier and should be addressed as under:</p> <p>Training Service Selection Committee Big Push for Rural Economy – Agriculture Sector Punjab Skills Development Fund, 21/A, H-Block, Dr Mateen Fatima Road, Lahore, Pakistan</p>
Last Date of Submission of proposal	3rd February 2020; 5:00 PM.

SECTION 3: TERMS OF REFERENCE

Punjab Skills Development Fund (PSDF) is funding skills trainings to rural population of Punjab under “Big Push for Rural Economy – Agriculture Sector .” 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. Each trainee will be eligible for one course only.
3. TSP will also collect application for the specialised training from interested candidates who meet the entry criteria provided as per Annexure A.
4. Specialized trainings include Agriculture Extension worker, Farm Machinery Mechanic and Electrician
5. General Training - Basic Farmer Training will be conducted in synchronization with the crop and vegetable cycles.
6. Select only eligible trainees who have CNIC with permanent or temporary residential address of any district of the Punjab.
7. 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.
8. 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.
9. Engage competent and qualified instructors, principle and support staff as per provided CVs (qualification and experience) mentioned in the curriculum.
10. Get the facilities and arrangements inspected by PSDF before start of training.
11. 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).
12. Development and provision of training manual(s) which must be in line with the approved curricula
13. 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.

14. Establish a system for providing reports to PSDF within stipulated time through email or on a web-based data management system.
15. Maintain separate bank account and financial records relating to the PSDF assignment(s).
16. Assist any PSDF partner in carrying out a tracer study / evaluation of the trained persons.
17. Arrange testing and certification for Electricians and Farm Machinery Mechanic.
18. Arrange printing of provisional certificates as per the format approved by PSDF.
19. Training centres will be established in each village for the basic farmer training. However, for specialised trainings centres can be established for a cluster of villages after approval from PSDF. In cases where one training centre serves multiple villages the TSP will be required to provide transportation unless the participants are also being provided boarding and lodging.
20. The trainings will have in class sessions in which theoretical aspects of the training will be covered in accordance with the PSDF approved curricula. The theoretical training will be complemented with practical experience (where feasible) or demonstrations.
21. Specialized Training will be conducted for the residents of all villages. For each specialized course, at least 1 individual should be trained from each village.
22. TSP will arrange meet-up sessions for specialized course trainees to be introduced to the general trainees in each village that they serve. The purpose of this session would be to build networks amongst actors in the village value chain
23. Arrange on-farm and field-based trainings, as proposed in the technical proposal.
24. Arrange a simple graduation ceremony and distribute certificates to successful graduates on course completion and inform PSDF at least one week before the event.
25. 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).
26. 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.
27. Any other obligation agreed in the Contract.
28. The Organisation will be responsible for certain deliverables, including progress reporting, certification and completion of the training program as per requirement of the project.

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 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

INDICATIVE LIST OF COURSES¹

Total Number is district wise

Sr.	Courses		Target Trainee Group	Entry Requirement	Duration	Gender Split	Target Number
1	Basic Farmer Training	Wheat and General Agriculture Training	Farmers	All willing Farmers	52 days @ 4hr/day	Male	1800
1		Cotton and General Agriculture Training	Farmers	All willing Farmers	51 days @ 4hr/day	Male	1800
2	Agriculture Extension Agent (Refresher)		Public Sector Extension Department manpower	Should be an Extension Agent	4 Days	Male	80
3	Farm Machinery Mechanic		All those interested	Middle	90 days	Male	80
4	Electrician		All those interested	Middle	90 days	Male	40

Indicative modules for these courses are as follows.

Basic Farmer Training			
Module Name		Description of the module/What will be taught in module	Duration
1.	Soil Management (Soil testing, manure, compost, fallow)	<ul style="list-style-type: none"> How to assess the soil quality by looking visible characteristics? How can one have the soil tested in a laboratory? Depending on the soil quality, when and how much manure/fertilizer/compost should normally be added. How often should the land be kept fallow and at what intervals? How to make and apply composts and manures? 	3 days , 50% theory and 50% practical
2.	Record keeping	<ul style="list-style-type: none"> Keeping paper-based records of costs of inputs (seeds, fertilizer etc.), labor (farm wages) and overheads (electricity, fuel, and other costs) Keeping paper-based records of revenues (from sales of the produce) Calculating profit or loss for each season 	1 days , 50% theory and 50% practical
3.	Market (sale price negotiation)	<ul style="list-style-type: none"> How to know the prevailing market/mandi rates for the produce? How to bargain with customers/middlemen for better rates? 	2 days , 60% theory and 40% practical
4.	Farm Management	<ul style="list-style-type: none"> How many farm labor one should employ given a piece of land? Sources of formal loans/credit that farmers can use? 	1 days , 100% theory
5.	Machinery Maintenance and urgent repairs	<ul style="list-style-type: none"> Farm machinery used at small to medium farm in cotton-wheat system Routine maintenance of farm machinery Urgent on farm repairs of machinery When to seek 'Workshop' help for repair 	3 days: 30% theory and 70% practical
Wheat Specific training			
1.	Seed Selection and Quality	<ul style="list-style-type: none"> How to assess seed quality by outward characteristics? What seed varieties give better yields and should be used? How often should the farmers change seed varieties? Variety specific fertilizer requirement? Variety specific disease susceptibility? 	2 days , 50% theory and 50% practical
2.	Land Preparation (Tillage, Land levelling)	<ul style="list-style-type: none"> How to level land by traditional methods and/or by laser-levelling? Training on land preparation (tillage etc.) 	2 days , 30% theory and 70% practical
3.	Planting (timing, seed priming)	<ul style="list-style-type: none"> What is appropriate time to sow seeds? Training on planting method for better results Seed Priming Seed treatment 	3 days , 30% theory and 70% practical
4.	Fertilizer and Pesticide (quantity, type,	<ul style="list-style-type: none"> What varieties of fertilizer/pesticide should be used? What quantity of fertilizer/pesticide should be applied? 	10 days , 30% theory and 70% practical

	frequency of application)	<ul style="list-style-type: none"> At what intervals should the fertilizer/pesticide should be applied? 	
5.	Water Management (timing, quantity, frequency)	<ul style="list-style-type: none"> What quantity of water is to be given to the crop at different stages of crop growth? Training on water conservation methods. 	10 days , 30% theory and 70% practical
6.	Post-Harvest (thrashing, storage, transportation)	<ul style="list-style-type: none"> How to reduce crop wastage at the time of harvest? After crop is harvested, how to store/transport the crop to reduce/minimize crop loss? 	5 days , 30% theory and 70% practical
Cotton Specific training			
7.	Seed Selection and Quality	<ul style="list-style-type: none"> How to assess seed quality by outward characteristics? What seed varieties give better yields and should be used? How often should the famers change seed varieties? Variety specific fertilizer requirement? Variety specific disease susceptibility? 	3 days , 70% theory and 30% practical
8.	Land Preparation (Tillage, Land levelling)	<ul style="list-style-type: none"> How to level land by traditional methods and/or by laser-levelling? Training on land preparation (tillage etc.) 	3 days , 30% theory and 70% practical
9.	Planting (timing, seed priming)	<ul style="list-style-type: none"> What is appropriate time to sow seeds? Training on planting methods for better results? Seed treatment 	3 days , 30% theory and 70% practical
10.	Fertilizer and Pesticide (quantity, type, frequency of application)	<ul style="list-style-type: none"> What varieties of fertilizer/pesticide should be used? What quantity of fertilizer/pesticide should be applied? At what intervals should the fertilizer/pesticide should be applied? 	2 days , 30% theory and 70% practical
11.	Water Management (timing, quantity, frequency)	<ul style="list-style-type: none"> What quantity of water is to be given to the crop at different stages of crop growth? Training on water conservation methods. Water channel management 	15 days , 30% theory and 70% practical
12.	Post-Harvest (thrashing, storage, transportation)	<ul style="list-style-type: none"> How to reduce crop wastage at the time of harvest? After crop is harvested, how to store/transport the crop to reduce/minimize crop loss? 	5 days , 30% theory and 70% practical
Fodder specific training			
13.	Seed Selection and Quality	<ul style="list-style-type: none"> How to assess seed quality by outward characteristics? What seed varieties give better yields and should be used? How often should the famers change seed varieties? Variety specific fertilizer requirement? Variety specific disease susceptibility? 	3 days , 70% theory and 30% practical
14.	Land Preparation (Tillage, Land levelling)	<ul style="list-style-type: none"> How to level land by traditional methods and/or by laser-levelling? Training on land preparation (tillage etc.) 	3 days , 30% theory and 70% practical
15.	Planting (timing, seed priming)	<ul style="list-style-type: none"> What is appropriate time to sow seeds? Training on planting methods for better results? Seed treatment 	3 days , 30% theory and 70% practical
16.	Fertilizer and Pesticide (quantity, type,	<ul style="list-style-type: none"> What varieties of fertilizer/pesticide should be used? What quantity of fertilizer/pesticide should be applied? 	2 days , 30% theory and 70% practical

	frequency of application)	<ul style="list-style-type: none"> At what intervals should the fertilizer/pesticide should be applied? 	
17.	Water Management (timing, quantity, frequency)	<ul style="list-style-type: none"> What quantity of water is to be given to the crop at different stages of crop growth? Training on water conservation methods. Water channel management 	15 days , 30% theory and 70% practical
18.	Post-Harvest (thrashing, storage, transportation)	<ul style="list-style-type: none"> How to reduce crop wastage at the time of harvest? After crop is harvested, how to store/transport the crop to reduce/minimize crop loss? 	5 days , 30% theory and 70% practical
19.	Personal Protection & Safety	<ul style="list-style-type: none"> Personal protection and safety measures during farm operations How to safely handle, store, and work with hazardous material e.g. pesticides, chemicals etc. 	

Extension Agent (Refresher)

Module Name		Description of the module/What will be taught in module	Duration
1	Farm Management	<ul style="list-style-type: none"> Crop Economics Emerging challenges of farming: Climate and market smart agriculture Erratic weather patterns and farming Packing weather forecasting with agronomic advices ICT based information dissemination 	2 days , 100% theory
2	Profitable wheat and cotton production	<ul style="list-style-type: none"> Resource optimization Best crop management practices of wheat and cotton Efficient land use in cotton-wheat cropping system 	1 day , 100% theory
3	Post-harvest care in wheat-cotton system	<ul style="list-style-type: none"> Expected post-harvest losses in cotton-wheat system How to avoid on farm losses 	1 day, 100% theory

Annexure – B

List of Districts

Crop	District	Target per District
Wheat	Faisalabad	2000
	Jhang	2000
	Okara	2000
	Toba Tek Singh	2000
	Sargodha	2000
Cotton	Vehari	2000
	Khanewal	2000
	Rajanpur	2000
	Rahim Yar Khan	2000
	Dera Ghazi Khan	2000

Annexure C:

CONSORTIUM AGREEMENT

(To be printed on Rs. 200/- Stamp Paper)

THIS DEED OF CONSORTIUM AGREEMENT (hereinafter referred to as the “Agreement”) is made at *[name of city]* on this _____ day of *[month]* 2020.

BETWEEN

1. **M/s *[name of lead training service provider]***, having its Principal office at *[address of organization, city]*, through *[name and designation of head of organization]* (hereinafter referred to as the Lead Organization)

AND

2. **M/s *[name of consortium partner]***, having its Principal office at *[address of organization, city]*, through *[name and designation of head of organization]* (hereinafter referred to as the Consortium Partner)
(hereinafter referred to as the “**Consortium**” which expression shall, where the context so permits, include their legal heirs and successors in interest)

WHEREAS the Consortium Partners have formed a Consortium for the purpose of providing technical / vocational training to the trainees with the funding of PSDF and their mutually agreed responsibilities as stated below are binding on them;

RESPONSIBILITIES OF LEAD ORGANIZATION

[enlist the details of responsibilities that will be performed by Lead Organization for this assignment]

RESPONSIBILITIES OF CONSORTIUM PARTNER

[enlist the details of responsibilities that will be performed by Consortium Partner for this assignment]

Consortium Partner will be involved in training of Below cited course(s).

<i>Course name</i>	<i>No of Persons to be trained</i>	<i>Address of Training Location along with District</i>

THEREFORE, NOW, THE CONSORTIUM ACKNOWLEDGE AND UNDERTAKE AS FOLLOWS:

1. That Consortium shall have joint and several liabilities in respect of the PSDF’s obligations under the Services Provision Contract.
2. That *[name and designation of authorized representative of Lead Organization]* is the authorized person to sign contracts, correspond and other documents with PSDF.
3. That the parties agree that only the Lead Organization shall be entitled to receive all amounts due under the Agreement on behalf of both consortium partners;

4. That in case Consortium partner leaves the Consortium, the Lead Organization shall immediately inform PSDF; In case, the lead organisation leaves, consortium partner will inform PSDF and will be responsible for delivery of services under the contract as agreed which shall entitle PSDF to terminate the Agreement.
5. That Consortium hereby holds the PSDF indemnified and harmless in case of any loss occurred due to any act of the Consortium or its partners individually.

Lead Organization

Signature: _____

Name: _____

Designation: _____

Contact No: _____

Address: _____

CNIC No. _____

Consortium Partner

Signature: _____

Name: _____

Designation: _____

Contact No: _____

Address: _____

CNIC No. _____

Witnesses 1:

Name: _____

Address: _____

CNIC No. _____

Witnesses 2:

Name: _____

Address: _____

CNIC No. _____

Evaluation Criteria

Section 3: Responsiveness

(SUMMARY OF EVALUATION)					
PART F	FINANCIAL CAPACITY				20
PART G	PROJECT IMPLEMENTATION TEAM				25
PART H	PAST EXPERIENCE				30
PART I	APPROACH AND METHODOLOGY				25
Total					100
PART F	FINANCIAL CAPACITY				
TOTAL ASSET VALUE	5 Marks for Total Asset value Rs.50 Million or more, Marks proportional to that will be awarded				5
NET ASSESTS	5 Marks of Net Assest 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
Note: Financial Statement Must be signed by Management and Complete.					
PART G	IMPLEMENTATION TEAM				
MASTER TRAINER	Relevant Qualification	Masters Degree in related Discipline*			5
		Bachelors (16 Years of Education) in related Discipline*			4
		Diploma in related Discipline**			2
		Otherwise			0
	Relevant Experience	1 Mark for each year of relevent Work Experience. Maximum of 5 marks will be awarded. Score Proportional to years of relevent work experience will be awarded			5
Total					10
*Masters of Science/Arts in any agriculture related discipline. Including Agri and Food Technology, Food Science and Technology, Agricultural Extension, Agricultural Sciences, Agriculture and Agri Business Management, Plant sciences. Livestock, Dairy and Forestry will not be included.					
* Bachelor in Agriculture related discipline. Livestock, Dairy and Forestry will not be included.					
**Plant protection/oil seed crop production/ home and farm operations management/ farm machinery/food technology etc					
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	0
	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
GRAND TOTAL			25
PART H	PAST EXPERIENCE OF TRAINING IN RELATED DISCIPLINE		
CORE BUSINESS	If the core business of the firm is linked to Agri Sector/food sciences/input supplier and any other relevant		5
	If Not		0
Total			5
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 propotional to that will be awarded.		10
Year of Implementation	Before 2007		1
	In Between 2007- 2012		2
	In Between 2012-2016		3
	In Between 2017-2019		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.		2
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			3
Outcomes of the Project	Creation of Market Linkage		
	Increase in Crop Production		
	Increase in Income		
	Any other related outcome in line with the objectives of the project		
	1 Mark for each point.		
Total			4
GRAND TOTAL			30
Note:			
In case of non-community mobilization experience, zero marks will be awarded.			
In case of more than one past experiences, one best will be chosen.			
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%.**

If Claimed Experience is that of PSDF But Past Experience is NOT mentioned in Performance Sheet than marks of Past Experience will be awarded by cross verify the details with Master Sheet and Trainee Status Report.

PART F	APPROACH AND METHODOLOGY	
Strategy and Reason for Selection of Villages for Training	Crop Production (Wheat/Cotton)	2
	Population statistics / Mobilization Challenges will be less	2
	Mobilization Challenges	2
	Cost Effective	2
	Presence in the Village	2
	Past Experience	<u>2</u>
	Any other related point in line with the village selection for rural community	<u>2</u>
Total		<u>14</u>
Supporting documents/information for reasoning of selection of villages in the given districts	Supporting Documents Provided for Village Selection	6
	None Provided	0
Total		<u>6</u>
Risk and Mitigation Strategy	1 for each risk identified and its mitigation	<u>5</u>
GRAND TOTAL		<u>25</u>

Section 4: Technical Evaluation

(SUMMARY OF EVALUATION) : BPRE-Agri Round 2		
PART A	QUALITY OF THE TRAINING	70
PART A.1	PROPOSED DISTRICT AND ITS RELEVANCE	5
PART A.3	PAST EXPERIENCE OF TRAINING	45
PART A.4	RURAL COMMUNITY MOBILIZATION EXPERIENCE	20
Part B	CAPACITY OF THE ORGANISATION TO DELIVER	30
Annexure D	TRAINER CV	24 (4*6)
Annexure D	LEAD MOBILIZER CV	6
Total		100
PART A.1	DISTRICT RELEVANCE	
Physical Presence in a District	In case of physical regional office, factory, agri farm etc	4
	In case of already conducted training in that District/ awareness campaign/ business activity	2
Complete Details Provided and Verified	Details Provided	1
	Details not Provided	0
Total		5
PART A.3	PAST EXPERIENCE OF TRAINING	
Nature of Course	Same	4
	Similar	3
	Different	0
Total		4
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	
Total		3
Year of Training	Before 2005	1
	In Between 2005- 2010	2
	In Between 2011-2016	3
	In Between 2017-2019	5
Total		5
Training District	Training is conducted in the same district as of technical proposal	3
	Any other	0
Total		3
Certification Authority	External Certification	4

	Self Certification	1
	None	0
Total		<u>4</u>
Number of Trainees Trained in the Past	Max 10 Marks will be awarded for 1000 and above Trainees. Marks propotional to that will be awarded.	<u>10</u>
Total		<u>10</u>
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.		
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		<u>12</u>
GRAND TOTAL		<u>45</u>
Note:		
1. In case the course is not related to Livestock Sector (as mentioned in A 3.3) zero marks will be awarded.		
2. In case of more than one past experiences, one best will be chosen (Marks will be summed up for all except A 3.9)		
3. Accumulated No of Trainees Trained (A 3.8) will be considered for all projects.		
4. 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%.		
5. 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.		
6. 45 Marks will be marked against each course(module). Average will be taken for marks obtained against all modules.		
7. Past Experience against each module/course must be different. In case of same past experience, one will be considered.		
Part A.4	Rural Community Mobilization Experience	
Type of Community Mobilization	CSR Activity/ Rural Awareness Campaign/ Any other	1
	Training Program	0.5
Total		<u>1</u>
		-
No of Persons Mobilized	2 Marks for 200 trainee Mobilized. Marks proportional to that will be awarded.	<u>2</u>
		-
District(s) of Community Mobilization	In the Same Cluster	5
	In the Same Region	2.5
	None of the Above	0

Total		5	
Number of Villages Covered	Max 2 Marks will be awarded for 10 and above villages. Marks propotional to that will be awarded.	2	
Mobilization Strategies	Dedicated Staff to Mobilize		
	Community Annoucement to attract trainees		
	Shostlisting the receipients based upon interview		
	Any Other Relevent Point		
	Each Point carry 0.5 mark. Maximum of 1.5 marks will be awarded.		
Total		1.5	
Purpose/Objective of the project	Awareness Among community on social issues/ capacity building		
	Empower/ making them self sustainable/ self employment		
	Livelihood enhancement		
	Any other Relevant Point/s		
Total	0.5 Marks for mentioning 1 Point. Maximum of 1 mark will be awarded.	1	
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	
Nature of Documentry Evidence	By Third Party	6	
	Self Reported : Through Project Report	3	
	Self Reported : Other Evidence / Otherwise	0	
Total		6	
GRAND TOTAL		20	
1. In case of 2 responses. Best experience will be considered.			
2. The Experinced 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 (*4)	Relevant Qualification	MS/MA/BSC/BS/BA in related discipline	2
		Diploma in related discipline	1
		Otherwise	0
	Relevant Experience	4 Mark for 4 years of Training experience.	4
Total		6	
Grand Total		6*4=24	24
*Masters of Science/Arts in any agriculture related discipline. Including Agri and Food Technology, Food Science and Technology, Agricultural Extension, Agricultural Sciences, Agriculture and Agri Business Management, Animal Sciences, Forestry, Plant sciences.			
* Bachelor in Agriculture related discipline. Livestock, Dairy and Forestry will not be included.			
**Plant protection/oil seed crop production/ home and farm operations management/ farm machinery/food technology etc			
COMMUNITY MOBILIZER LEAD	Relevant Qualification	Diploma/ Bachelors (14 Years of Education and above)	2

ESS		Intermediate/ Certificate	1
		Matric	0.5
	Relevant Experience	Maximum of 4 marks will be awarded for 6 years of Relevant work experience. Score Proportional to that will be awarded	4
Total			6
GRAND TOTAL			30
Note:			
One Trainer is required against each Course. Since there are 4 courses, 4 trainers per proposal will be submitted. In case of more than one proposal per course is submitted, one best will be considered.			
One Lead Mobilizer CV is required against one proposal.			
Lead Mobilizer CVs and Trainer CVs must be distinct across all districts. In case there of same instructors and lead mobilizer, they will be considered only once.			