

## PUNJAB SKILLS DEVELOPMENT FUND



# Expression of Interest (EOI) Online Vocational Training Scheme

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Date of Issuance: 19<sup>th</sup> July 2020  
Last date of submission: 10<sup>th</sup> August 2020

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## **FOREWORD**

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

Considering the COVID-19 disruption, PSDF requests the training providers to submit proposals for **Online Vocational Training Scheme** to the residents of Punjab integrating need and demand-based trades. This is to limit the physical exposure of trainees to eliminate the spread of virus.

This document provides general information of basic eligibility and responsiveness requirements for provision of information to assess capacity of Training Providers for the purpose of training services. Interested training providers who meet the eligibility requirements are invited to submit Expression of Interest (EOI). EOI must reach the following address by 10<sup>th</sup> August 2020. Incomplete or late received EOI will not be evaluated.

Secretary Training Service Selection Committee  
EOI for Online Vocational Training Scheme  
Punjab Skills Development Fund,  
21- A, Block H, Dr Mateen Fatima Road, Gulberg II, Lahore

## Expression of Interest

SECTION	CONTENTS	Score	
Description	Introduction		
	Data Sheet / Brief Summary of Product		
EOI Form	Part A: Information About the Training Partners		
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	Annexure A: CV Format Annexure B: Detail Evaluation Criteria		
	<b>Total</b>		<b>100</b>

**Note:**

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

## Description of Product

### INTRODUCTION

1. PSDF wishes to shortlist interested Training Providers with the capacity to carry out trainings in selected trades/courses, who will be invited to submit Technical and Financial proposals for provision of online vocational trainings.
2. Only shortlisted Training Providers (here after referred to as 'Training Partners' in respective trade / course(s)) will be invited to submit proposal or as decided by PSDF.
3. Final selection of shortlisted Training Partners for provision of trainings will be at Request for Proposal (RFP stage); Quality and Cost Basis Selection (QCBS) methodology will be used as per PSDF Procurement Rules 2016
4. The purpose of this document is to provide orientation to enable Training Partners to evaluate their interest in tendering and conducting training and is not a guarantee of the actual conditions under which the training services will be tendered or executed.
5. All documents and information received by PSDF from applicants will be treated in confidence.
6. The documents submitted to PSDF will not be returned.
7. All expenses related to participation in this EOI shall be borne by the applicants.
8. A hard copy of filled & signed EOI form along with all supporting documents shall be submitted in a sealed envelope marked as "**EOI FOR ONLINE VOCATIONAL TRAINING SCHEME**". The envelope must be submitted at the specified address through courier only.
9. PSDF reserves the right to request submission of additional information from applicants to clarify any aspect of EOI, if required.
10. Training Partner may apply for EOI of a trade / course from the list attached (Annexure A).
11. Training Partner may propose training for multiple trades and at multiple locations. There is no restriction on the number of trainees to be proposed. However, no Training Partner will be awarded contract for number of trainees exceeding 20% of the approved target under this scheme or 10% of PSDF year budget.

12. PSDF reserves the right to verify any information provided by prospective Training Partner. ***False information / misstatement and / or fake documents will lead to disqualification and the Training Partner may also be blacklisted.***
13. Engaging an individual consultant / consulting firm for completing the EOI forms will be at the sole discretion of the Training Partner, PSDF will not be responsible for such engagement. It is encouraged that a Training Partner should fill the form by itself and provides the documentary evidence instead of relying on consultant. Instances have been observed where consultants have misguided which lead to financial loss and reputational damage.
14. PSDF reserves the right to cancel the call of EOI without stating any reason.
15. **Terms of Reference for Training Partner to conduct trainings after qualification/ award of contract will be as follows:**
  - a. Mobilize the communities and select trainees from the target group for the proposed skills training.
  - b. Arrange the provision of training facilities or services according to the selected training model and delivery method. In case of blended learning model arrange systems for online training as well required physical infrastructure including labs, machinery, equipment, washrooms, back-up power, drinking water etc. In case of online learning physical facilities may not be required but training partner must arrange required learning management systems, required teaching/monitoring software's etc. In case of any deficiency, make additional arrangements as per requirements.
  - c. If opting for blended learning or online lecture-based training methodology, engage competent and qualified instructors and support staff as per required qualification and experience.
  - d. Required training platform for online trainings must be followed to ensure quality delivery of trainings as approved by relevant certification authority.
  - e. Provide all learning aids, teaching materials, consumables, systems & additional facilities, as per demand of online training, 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).
  - f. Provide protective clothing to every trainee (if required in blended learning) as per the curriculum.
  - g. Establish a system for providing reports to PSDF within stipulated time through email or on a web-based data management system.
  - h. Establish and maintain a proper Placement Cell. The Placement Cell will be required to establish linkages of trained persons with the employers and place them on jobs. The cell will be also responsible for arranging self-employment opportunities for students, guiding them accordingly.
  - i. Training partner will track and report self-employment / employment of trainees for the first month post completion of training as per PSDF employment reporting guidelines.
  - j. Facilitate and provide access to PSDF monitoring team for monitoring of training both in case of blended or online learning.
  - k. Maintain a separate bank account and financial record relating to the PSDF assignment(s).
  - l. Assist any PSDF partner in carrying out a tracer study / evaluation of the trained persons.
  - m. Arrange testing and certification from a relevant accredited certification body if it is other than PBTE.
  - n. Arrange distribution of certificates in a simple ceremony on completion of training. If graduation ceremony is arranged by PSDF at large scale (cost of such ceremony will be borne by PSDF), assist PSDF in the arrangements of graduation ceremony.
  - o. Display prominently banners / sign boards relating to the training, after approval by PSDF.
  - p. Training Partner will be responsible for certain deliverables, including progress reporting, as per requirement of the project.
  - q. Any other obligation agreed in the contract.

## DATA SHEET / BRIEF SUMMARY OF PRODUCT

Features	Proposed Parameters
<b>Objective of EOI</b>	To ensure that Training Partners having adequate managerial capacity, financial health, past experience, mobilization, placement and monitoring expertise to conduct online skills trainings are invited to submit technical and financial proposal(s) in upcoming scheme(s) of PSDF.
<b>Location of Training Partner</b>	Training Partner located in Punjab and adjoining areas may apply for EOI.
<b>Time Schedule of Training Services</b>	All trainees enrolled under “Online Vocational Training Scheme” must complete training by June 2021. Training to commence from January 2021.  <b>Note:</b> <u>PSDF do not provide any guarantee to Training Partners for award of contract at EOI stage. Training Partners have to compete through competitive bidding process.</u>
<b>Target Number of Persons to be enrolled for Training</b>	Total enrolment target under the scheme is 5,000. PSDF may increase / decrease the set targets.
<b>Maximum Trainees per Training Partner</b>	Maximum 20% of the approved target for the scheme per Training Partner.
<b>Target Group (Eligibility for Admission)</b>	The trainees for the scheme can be from any district of the Punjab. <ul style="list-style-type: none"> <li>A male or female, age 18- 35 years</li> <li>Must have CNIC with permanent or temporary residential address of Punjab</li> <li>Must not have previously attended any course funded by PSDF and registered in PSDF database</li> <li>Must meet the entry requirements as specified in respective training curricula</li> </ul>
<b>Trade Selection</b>	<p><b>Selection of trades based on</b></p> <ul style="list-style-type: none"> <li>Priority Sectors i.e. construction, ICT and self-employment trades</li> <li>Income generation opportunities both through formal employment &amp; self-employment</li> <li>List of trades shared in Annexure A, Training Partner may propose trades other than the trades mentioned in Annexure A however, the proposed trades must have the potential for self-employment or freelancing or employment</li> </ul> <p><b>Duration</b></p> <ul style="list-style-type: none"> <li>Maximum up to 3 months</li> </ul>

<p><b>Trades Affiliation</b></p>	<p>Training Partners are required to select trades from the given list (Annexure A);</p> <ol style="list-style-type: none"> <li>Vocational / Technical Training providers may apply for the trades/courses for which they are registered /affiliated.</li> <li>Training Institutes/ Colleges of Technology may apply for the trades/courses falling under the Technology for which they are registered / affiliated subject to the condition that the course is taught as full subject and properly established workshop/lab is available in case of blended learning.</li> <li>Training Partners can propose trades for which they have access to online training platforms through any of the 3 models given. The online training program must be approved by any national/international university or international national vocational training accrediting/ online training platform/ examination body authorized body such as TEVTA, NAVTTC, NTB locally or international body i.e City &amp; Guilds, Edexcel or any similar training organisation.</li> <li>Provision of valid registration / affiliation certificates is mandatory before the award of contract.</li> </ol> <p><b>Note:</b> In case of international certification, affiliation must be at least for a Level 2 Certificate / Diploma or higher-level courses having demonstrably strong employment prospects, as well as having curriculum contents in line with any single corresponding National certification(s). The proposed trades teaching/ training methodology should be either e-learning/ lecture through online system/ blended learning. Training partners will be required to provide proof of affiliation for lecture delivery model before award of contract (may in terms of purchase requisitions, partnerships etc.). It is the sole discretion of PSDF to accept or reject any proposed trade w.r.t its lecture delivery model if it does not satisfy the training requirements of conducting online trainings.</p>
<p><b>Training Model</b></p>	<p>Training Partner can propose one of the following training models for each trade they apply for:</p> <ul style="list-style-type: none"> <li><b>E-Learning</b> Training through an online platform where course content is completely available online. E-Learning will be delivery of course utilizing electronic technologies to access educational curriculum outside of a traditional classroom and completely deliver the course online. Examples of such platforms are Coursera, Udemy, Edx etc.</li> <li><b>Lectures through online system</b> This method can be used to deliver lecture-based training through platforms such as Google classroom or Zoom where a trainer will be delivering training and trainees will attend the session live. However, for such training models course content should be deliverable online and a local certification through any of the <b>government TVET bodies will be necessary</b>. To propose trades under this category, make sure that the course learning is not compromised through lecture-based trainings and it fulfills all learning dimensions for the said trade.</li> <li><b>Blended Learning</b> A mix of online training where learners take the theoretical training online and come in for practical training for a few hours to Training Partner’s location. In such cases, the certification body (PBTE, NAVTTC, TEVTA, City &amp; Guilds etc.) must be aligned, and they must accept the training methodology of blended learning for training and assessment.</li> </ul>
<p><b>Training Platform</b></p>	<p>Online course platforms are types of learning management systems (LMS) that provide users with access to digital classes. Platform for online training must be affiliated/partnered with the Training Partner at the time of bidding. The chosen platform should be in line with the training model for the trade.</p>

<p><b>Type of Training Partners</b></p>	<p>Following type of training providers may apply for EOI:</p> <ul style="list-style-type: none"> <li>• Vocational / Technical Training Providers</li> <li>• Poly Technic Training Providers / Colleges of Technology / Commerce Training Providers</li> <li>• Colleges / Universities of Engineering / Business / Commerce / Information Technology</li> <li>• Training providers operating the online vocational training on those courses which are certified/accredited by institute(s) / Colleges / universities of above-mentioned types i.e. Coursera, Edx, Udemy</li> </ul> <p>In case of blended learning model, Institutes / colleges / universities must be accredited / registered / affiliated with any one of the following for each location before the closing date of EOI:</p> <ul style="list-style-type: none"> <li>• NAVTTC</li> <li>• TEVTA</li> <li>• Punjab Board of Technical Education (PBTE)</li> <li>• Trade Testing Board Punjab (TTBP)</li> <li>• HEC recognized university</li> <li>• Any other recognized and accredited national or international testing &amp; certification body</li> </ul> <p><b>In case of international certification</b></p> <ul style="list-style-type: none"> <li>• The training premises must be registered / affiliated with the relevant testing &amp; certification authority/institute/university for the proposed trade(s)/course(s) before the closing date of EOI. The registration/affiliation certificate must also indicate the address of the institute, name(s) of course(s) as to appear on the certificate, and complete code number of the course.</li> </ul> <p>Note: Training Providers whose affiliation / registration or accreditation from the above-mentioned authorities is pending are also eligible to apply. However, provision of valid registration / affiliation certificates is mandatory before the award of contract</p>
<p><b>Eligibility Condition</b></p>	<ol style="list-style-type: none"> <li>I. Must be registered with any Government authority or regulatory body.</li> <li>II. Must have valid NTN / FTN in the name of the entity</li> <li>III. Training course affiliation/ registration/ accreditation*</li> <li>IV. Training Partner must not be blacklisted</li> <li>V. Training Partner must be affiliated with and have access to the platform for online training at the time of submission of proposal</li> </ol> <p>* Training Providers whose application is under process can attach copy of slips and copy of application submitted / response letter</p>
	<ol style="list-style-type: none"> <li>1. Must Provide financial information of the <b>last financial year</b> under the following two options:  <b>Option 1:</b> Provide <b>Bank Statement</b> of last one year from 1<sup>st</sup> January 2019 to 31<sup>st</sup> December 2019.   In case of new organisation bank statement will be provided from date of incorporation with the evidence of the date of incorporation   <p style="text-align: center;"><b>OR</b></p> <b>Option 2:</b> Provide latest financial statements issued by an ICAP / ICMA licensed Chartered Accountant. Financial Statement Must have Profit and Loss Account Statement.</li> <li>2. <b>CVs of the Management Team:</b></li> </ol>



<p><b>Responsiveness Criteria</b></p>	<p>Must provide CV of Management Team on the format prescribed by PSDF in Annexure A of Forms.</p> <p>3. Mobilization, Placement and Monitoring Strategies</p> <p>4. Training Partner must ensure minimum 30% employment of trained persons</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• Copies of CNIC of the proposed team should also be attached with the form.</li> <li>• Financial statement must be signed by the management of the Training Provider</li> <li>• Public Sector Training Providers have exemption from the provision of financial information</li> </ul>
<p><b>Past Experience &amp; Strategy</b></p>	<p><b>Training Partner must be affiliated with and have access to the platform for online training at the time of submission of proposal</b></p> <p>The Training Partner must provide their strategy for each of the following for each trade:</p> <ul style="list-style-type: none"> <li>• Mobilization strategy for trainees: Provide approach and methodology for mobilization of trainees</li> <li>• Monitoring strategy for online classes: Provide approach and methodology for monitoring of trainees</li> <li>• Placement strategy: How students will be placed as formal or self-employment opportunities will be arranged</li> </ul> <p>Preference will be given to Training Partners who have past training experience in online courses</p>
<p><b>EOI Evaluation Cost</b></p>	<p>Training Partners will have to submit two bank drafts amounting <b>Rs. 6,517</b> (Rupees six thousand, five hundred and seventeen only) and second bank draft of <b>Rs. 7,195</b> (Rupees seven thousand, one hundred and ninety-five only) as it will be evaluated by a third-party firm engaged.</p> <p><b>Note:</b> EOI document will not be evaluated if Bank Draft in favour of “<b>Punjab Skills Development Fund</b>” of above-mentioned amount is not submitted along with EOI document. This fee will be paid to Third Party Evaluation Firm for the Evaluation of EOI.</p>
<p><b>Common Ownership</b></p>	<p>In case of Blended Learning, Any Training Provider which is operational at more than one location can apply for multiple training locations within same application. Applications with different names but same ownership will be declared ineligible.</p>
<p><b>Job Placement</b></p>	<p>Training Partners would be required to arrange employment or self-employment opportunities of minimum of 30% of trained trainees.</p>
<p><b>Trainees per Class</b></p>	<p>Up to 50 per class in case of E-learning or lecture through online system.</p> <p>In case of blended learning Up to 25 (According to availability of workplaces in lab / workshop and other training services).</p>
<p><b>Trainee Support</b></p>	<ul style="list-style-type: none"> <li>• Rs. 1,500/ per month stipend will be paid to trainees at the end of training upon successful certification</li> <li>• Payment of stipend will be made as per PSDF policy. PSDF may engage a third party for payment of stipend directly to trainees</li> <li>• In case of blended learning uniforms and a bag per trainee as per PSDF standard design &amp; colour to every trainee. An amount of Rs. 1,500 per trainee (one-time cost) will be paid to the Training Partner for the purpose, who will provide uniforms and bag of acceptable quality to the trainees.</li> </ul>
<p><b>Testing Fee</b></p>	<p>1. PSDF will pay the testing fee directly to PBTE under special arrangements.</p>

	<p>2. In case of national certification, if the testing arrangement is proposed by the Training Partner (other than PBTE), the negotiated testing fee will be paid by the Training Partner to the testing agency. The testing fee will be reimbursed by PSDF upon submission of paid invoices at agreed/negotiated rates.</p> <p>3. No testing fee will be paid to those Training Partner which are involved in self-certification.</p> <p>4. For international certifications, Training Partner (except Public Sector providers) would submit a written guarantee that they have sufficient funds to pay testing fees in advance. In case of International certification, the trainee must qualify both theoretical and practical exam of all the modules, only then a trainee will be considered pass. Reimbursement of registration, testing &amp; certification fee will be done upon successful passing of exam.</p>
<b>Monitoring Rules</b>	Separate monitoring rules for online trainings will be applied.
<b>Capacity Building / Pre-Proposal Conference</b>	Capacity building / pre-proposal conferences would be conducted to guide Training Partners for preparing the EOI Document. The interested Training Partners can get them registered by filling the link <a href="https://forms.gle/yjdcSbX7rirTBcB29">https://forms.gle/yjdcSbX7rirTBcB29</a> and register for the capacity building session. The capacity building conference will be conducted online through Zoom or Skype. Date and venue of the workshop will be shared through an email confirming.
<b>Client's Representatives/ Contact Persons</b>	<p><b>Ummara Zeeshan</b> Specialist Program Development, Punjab Skills Development Fund, <a href="mailto:Ummara.zeeshan@psdf.org.pk">Ummara.zeeshan@psdf.org.pk</a> Cell # +92-310-8528566</p> <p><b>Muhammad Sherjeel Usmani</b> Manager – Program Development, Punjab Skills Development Fund, <a href="mailto:Sherjeel.usmani@psdf.org.pk">Sherjeel.usmani@psdf.org.pk</a> Cell # +92-333-585-8329</p>
<b>Means of Communication</b>	Formal communication between PSDF and Training Partners may be made through letter or email.
<b>Any Special Condition</b>	PSDF may relax one or more conditions of the EOI under intimation to all Training Partners in respective trades/course.
<b>Submission Address</b>	<p>EOI document must be dispatched through courier only and should be addressed as under:</p> <p>Secretary Training Service Selection Committee <b>EOI - Online Vocational Training Scheme</b> Punjab Skills Development Fund, 21-A, H-Block, Dr. Mateen Fatima Road, Gulberg II, Lahore. Phone: 92-42-35752408-10</p>
<b>Last date for Submission of Pre-Qualification</b>	The Last date of submission of this round of EOI Document is <b>10<sup>th</sup> August 2020</b> . Documents received after the closing date will be evaluated in the subsequent phase.



**Annexure A (List of Trades)**

<b>Sr #</b>	<b>Trades</b>
1	2D & 3D Drafting Using Auto CAD
2	3D Designing/Modeling Using CATIA
3	Auto (CAD/CAM)
4	AutoCAD (Civil)
5	Bakery and Pastry
6	Beautician
7	Carpenter
8	Civil Surveyor
9	Close Circuit TV (CCTV) Technician
10	Digital Marketing
11	Domestic Electrician
12	Domestic Tailoring
13	Dress Design & Tailoring
14	Electrician
15	Electronics Equipment Repair
16	Fabric Printing
17	Fashion Design
18	Furniture Design
19	Hand Embroidery
20	Home Appliances Repair
21	House Carpenter
22	HVACR
23	Interior Designing
24	Machine and Hand Embroidery
25	Mason
26	Mobile Application Development
27	Mobile Phone Repair
28	Motorcycle Mechanic
29	Photography
30	Plumber
31	Professional Cook
32	Professional Photography & Short Film Making
33	Quantity Surveyor
34	Safety Inspector
35	Shuttering Carpenter
36	Industrial Stitching Machine Operator
37	Tile Fixing and Cutting
38	UPS Repair & Maintenance
39	Web Design & Development
40	Welder

**Annexure B (Detail Evaluation Criteria)**

Component	Sub Section	Subtotal	Total
<b>Financial Capacity</b>	<b>Option 1 (Bank Statement)</b>		<b>40</b>
	Maximum 25 Marks of Total Debit/Credits of 3 Million. Marks proportional to that will be awarded.	25	
	Maximum 15 Marks will be awarded for 10 Average Monthly Transactions. Marks proportional to that will be awarded if less.	15	
	<b>Option 2 (Financial Statement)</b>		
	Maximum 40 Marks will be awarded for the Annual Revenue / Income of 3 Million and above. Marks proportional to that will be awarded.	40	
<b>Human Resource Capacity</b>	Qualification*		<b>27</b>
	5 Marks for 16 or above Years of Education 3 Marks for intermediate 0 Marks otherwise	5	
	1 mark for each year of similar or relevant Experience.	4	
	Note: All CVs carries equal marks		
<b>Past Experience</b>	<b>Maximum of 5 Marks</b> If experience claimed is of the same course - 5 Marks If experience is that of similar course - 3 Marks Otherwise - 0 Marks (same means same nomenclature & similar means trades with similar course content and nomenclature)	5	<b>15</b>
	Additional 5 Marks will be awarded if experience claimed is of online courses.	5	
	5 Marks will be awarded if No. of Persons trained are 50 and more. If less, marks proportional to that will be awarded.	5	
<b>Strategy</b>	<b>Mobilization:</b> 6 Marks will be awarded for minimum 3 mobilization approaches given. These approaches must be strong enough to mobilize students for the learning methodology selected by the training partner.	6*3	<b>18</b>
	<b>Monitoring:</b> 6 Marks will be awarded for minimum 3 approaches given. These approaches must cover all aspects of monitoring students so that course learning objectives are met.		
	<b>Placement:</b> 6 Marks will be awarded for minimum 3 approaches given. These approaches should explain how formal and self-employment opportunities arranged/ how students will be counseled etc.		
	<b>Total Marks</b>		<b>100</b>

**Note:**

- Training partners failing to ensure the minimum 30% employment commitment of the trained persons will be disqualified.
- Copy of Highest Qualification as mentioned in CV must be attached. CV without the signature will not be considered for evaluation.
- Past experience for newly established institutes will be evaluated based on the management team profile shared.
- Training Partner must provide strategies keeping in mind the type of model they chose in case training partner is choosing multiple models for training they have to provide separate strategies for the proposed course.