

**PUNJAB SKILLS DEVELOPMENT FUND**



**Instructions and Data Sheet for Request for Proposal**

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**Skills for Job 2021**

**Date of Issuance: October, 2020**

**Last Date for the Submission of Technical and Financial Proposal:  
October, 2020**

## SKILLS FOR JOB 2021

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# SKILLS FOR JOB 2021

## PART 1 SECTION 1:

### INSTRUCTIONS TO TRAINING PROVIDERS

#### **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, with the objective to provide funding to Training Providers (TPs). PSDF funds vocational skills trainings for the poor and vulnerable population of Punjab. The training providers 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 scheme namely “Skills for Job 2021” is funded by the Department for International Development (DFID), UK. The aim of the skills trainings is to improve the income generation capacity of all 36 districts of Punjab through acquisition of knowledge, practical competencies, knowhow and attitudes necessary to perform a certain trade or occupation in competitive labour market. PSDF invites Prequalified Training Providers to submit proposals against invitation letter in the mentioned locations.

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

Secretary Training Service Selection Committee

Skills for Job 2021

Punjab Skills Development Fund

21-A, Dr. Mateen Fatima Road, Gulberg II, Lahore.

#### **2. Introduction:**

- 2.1 The purpose of this document is to enable Prequalified Formal Training institutes 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 entities (Training Providers), in accordance with the specified method of selection.
- 2.3 Training Provider can only submit technical & financial proposal(s) for the approved course(s) and location(s), attached with the letter of invitation as Annexure. ***Also note that provisionally shortlisted courses will only be considered for award of contract upon the submission of required registration / affiliation documents before the contract signing.***
- 2.4 The 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.
- 2.5 It is expected that the Training Providers will arrange employment of maximum number of trainees in various organizations.

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- 2.6 On completion of training, testing and certification from Punjab Board of Technical Education or any other testing & certification body is required.
- 2.7 PSDF reserves the right to verify any information provided by prospective bidders. False information /misstatement will lead to disqualification and rejection of the Technical Proposal; and the organization may also be blacklisted.
- 2.8 Only those Prequalified organisations will be called to submit Technical and Financial Proposal whose previous contracts with PSDF has never been cancelled in part or full.
- 2.9 The documents submitted to PSDF will not be returned and will be treated in strict confidentiality.
- 2.10 PSDF reserves the right to request submission of additional information from shortlisted prequalified training providers in order to clarify any aspect of Technical Proposals, if required.
- 2.11 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 Provider.
- 2.12 PSDF reserves the right to cancel the call of Technical Proposal without stating any reason.
- 2.13 **Conflict of Interest:** The Training Provider, its employee must
- Not provide any assistance to any other person/entity in conflict with 'PSDF'
  - Not provide services for any assignment to same or another client.
  - Must disclose any conflicting relationships, and these relationships must not be affecting proposal submission and selection or at any other phase
- 2.14 Training Provider must not be involved in any corrupt or fraud practices and adhere to highest ethical standards.
- 2.15 Performance calculation will be done based upon overall past performance, irrespective of any specific scheme.
- 2.16 PSDF may inspect Training Providers accounts and records and any other documents relating to the submission of proposals and have them audited by auditors appointed by PSDF or Government of the Punjab.
- 2.17 The successful Training Provider will sign a training contract and are required to complete the assignment within the mentioned Period. The services may be extended for further based upon the Performance or any other criteria announced by PSDF.
- 2.18 All direct & indirect taxes will be deducted in accordance with the provisions of Government Rules amended time to time.
- 2.19 In case of delay in services a penalty for delay may be imposed. If the firm completely fails to provide the services within prescribed period and doesn't comply with the reminders, the case of Training Provider may be put to relevant authorities to declare the Firm as "Blacklisted".
- 2.20 Payment of training services will be made on the satisfactory completion of trainings according to terms and conditions.
- 2.21 Punjab Skills Development Fund reserves the right to give multiple training assignments at a time and also reserve the right to increase or decrease the training assignments during or after contract period.

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2.22 Qualified bidder will not be authorized to outsource the services of contract.

A **separate trade proposal** for each trade will be submitted, which consist of technical proposal and financial proposal, even if the Training Provider is interested in providing training in multiple trades.

2.23 Training Providers should not contact the Client on any matter related to their proposals, any effort by the Training Provider to influence the Client or recommendation for award of Contract may result in rejection. In case of any dispute regarding services, the decision of PSDF shall be final & binding.

2.24 Engaging an individual consultant / consulting firm for completing the proposal will be at the sole discretion of the bidding organization and PSDF will not be responsible for such engagement. It is encouraged that an organization should fill the form by itself and provides the documentary evidence instead of relying on consultant. Instances have been observed where consultants have misguided the organizations which lead to financial loss and reputational damage.

### **3. Proposal Validity:**

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

### **4. Clarifications to RFP:**

Training Providers may request a clarification on any aspect of the RFP documents up to the date indicated in the Data Sheet. Any request for clarification must be sent in writing. Client may amend the RFP by issuing an addendum in writing or by standard electronic means. The addendum shall be sent to all Training Providers and will be binding upon them, Training Provider would acknowledge its receipt. If amendment is substantial, client may extend the deadline.

### **5. Preparation of Technical Proposal:**

5.1 Responses to the respective sections/parts of the proposal and attached important documents must be clearly and properly flagged.

5.2 Technical Proposals received in the form of loose papers, containing any information of financial proposal or unsigned will be declared non-responsive and will be returned.

5.3 All documents of Technical proposal must be bind together in book form prepared on prescribed format of RFP.

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

*Technical Proposal*

*Name of the Trade:* -----

*Name of Assignment: Skills for Job 2021*

*By: [Name of Organisation]*

*NOTE: Training Providers are also required to submit scanned Technical proposals in a USB, along with submission of RFP. Any USB containing Financial proposals will be rejected.*

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### **6. Preparation of Financial Proposal:**

- 6.1 The Financial Proposal shall be prepared using the Forms provided by the Client.
- 6.2 The envelope containing the Financial Proposal shall be **sealed and labelled** as follows:

*Financial Proposal*

*Name of the Trade:* -----

*Name of Assignment: Skills for Job 2021*

*By: [Name of Organisation]*

The Financial Proposal shall be marked by a warning “DO NOT OPEN WITH THE TECHNICAL PROPOSAL”.

- 6.3 **Any Financial Proposal found in the envelope meant for Technical Proposal (or vice versa) will lead to rejection of the proposals.**
- 6.4 NOTE: Training Providers are also required to submit scanned Technical proposals in a USB, along with submission of RFP. Any USB containing Financial proposals will be rejected.

### **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: Skills for Job 2021

*Name of the Trade:* -----

*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 back. Submit 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 Technical Proposals:**

- 8.1 Proposals will be evaluated by a third-party evaluation firm against the responsiveness of the information in Technical Proposals. Each trade proposal will be given a technical score (St). Scores will be awarded, and minimum 65% score is necessary for qualification.
- 8.2 PSDF authorized person will visit the training site before or during the technical evaluation phase to inspect area, facilities, equipment, location, capacity and other aspects of training.
- 8.3 PSDF will charge an evaluation cost from Training Providers, as the evaluation of proposals is being outsourced. Training Providers are required to provide **Bank draft(s)** in the name of “Punjab Skills Development Fund.”

### **9. Evaluation of Financial Proposals:**

- 9.1 In case of changes in the technical parameters, PSDF may ask the Training Providers to submit revised Financial Proposals.
- 9.2 Financial Proposals shall be opened in the optional presence of the Training Providers representatives. Scores and bids will be announced and recorded.

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9.3 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.

9.4 The lowest quoted Financial Proposal (Fm) on a cost per trainee per month basis with respect to the trade group will be given the maximum financial Score (Sf). Only the Financial Proposals for the qualified Technical Proposals will be opened.

### **10 Trade Selection**

10.1 Trades are as mentioned in RFP letter, the scheme is for all sectors of economy apart from ICT. PSDF may choose to change the allocation of trades based on trainees' targets

### **11. Trade-wise Selection of Training Providers**

11.1 Training Providers will be ranked based upon the combined technical and financial score. The organisations scoring the highest combined score within a trade group will be selected and its price per trainee per month (inclusive of 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. If the Training provider with second highest combined score in the trade group is required to be selected to meet the target number of trainees, it will be offered the contract as follows:

(a) Technical score is greater than the top scoring Training Provider: it will be asked to lower the cost per trainee per month to a level so that combined score equals the reference score. In case of refusal the offer will be made to the third highest and so forth.

(b) Technical score is equal to or lower than the top scoring Training Provider: 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 organization refuses, the offer will be made to the third highest and so forth.

This Criteria of selecting multiple training provider may be revised as approved by the Board of directors in their forth coming meeting. In case of any change all the bidders will be informed before the opening of the financial bid. However, PSDF's decision would be final to determine the offer price.

11.2 The winning Training Provider may be awarded as many places as mentioned in the Technical Proposal, depending upon verified training capacity or 20% of the total people to be trained under the scheme whichever is lower. Training Provider securing the second highest combined score in the trade group if required may be selected to meet the target number of trainees and so on till the target no of trainees are not met in the Trade group.

### **12. Negotiation**

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

12.1 **Technical negotiations** will include discussions on the Technical aspects of the services which may be related to courses/trades, number of classes, training locations, and number of trainees as per recommendations / decisions of the Client, and any suggestions made by the Training Provider to improve the Terms of Reference. The Client and the Training Providers will finalize the Terms of Reference, courses/trades, number of trainees, location(s) of training, number of classes, percentage of employment commitment, 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.

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12.2 **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 the purpose of reduction in bidding cost, if the bid rate(s) exceed the maximum rate(s) acceptable to the Client, if any, as fixed by PSDF based upon calculation of trade reference price.

11.2.1 In case of single bidder in any trade group, reference price will be calculated based upon previous one-year rate of the same course. Negotiations will be conducted against that calculated rate in other schemes in one-year duration. Otherwise average price of previous scheme of similar nature of the same year will be considered.

### **12. COVID-19**

12.1 All organizations will have to follow the SOPs set by the Government as well as the SOPs provided by PSDF in Annexure B. Non-compliance to the SOPs may result in suspension of classes.

12.2 The SOPs provided are subject to change and a final list of SOPs will be provided to the Training Service Provider along with the agreement duly signed between both parties. All SOPs will be monitored and evaluated accordingly.

### **13. Verification**

PSDF may introduce a new monitoring mechanism for trainers and trainees regarding registration, attendance, uniforms and bags receiving etc. through a biometric device. The price of each device is USD 405 which shall be borne by the Training Service Provider through a vendor specified by PSDF (selected through competitive bidding process) before start of the classes. The table below shows the number of devices which must be procured for each location by the training service provider who is awarded business:

<b>Number of Trainees</b>	<b>Number of devices</b>
1- 100	1
101 – 200	2
201 – 300	3
301 and above	With the same proportion as above

**Note:** PSDF reserves the right to increase/decrease the number of devices with respect to the number of trainees. The decision of PSDF in this regard shall be final.



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### Section 2: Data Sheet

<b>Name of the Scheme</b>	Skills for Job 2021
<b>Name of the Client</b>	Punjab Skills Development Fund (PSDF)
<b>Clusters and Districts</b>	The Scheme “Skills for Job 2021” is for all districts of the Punjab
<b>Location of Training Institutions</b>	RFP to be submitted for only the shortlisted training locations mentioned in the Letter of Invitation.
<b>Time Schedule of the Training Services</b>	Trainings are expected to start from January 2021. All trainees enrolled under “Skills for Job 2021” must complete training by June 2021 or as specified in the agreement. However, it may be extended for a further period/number of trainees based upon performance evaluation of Training Provider as per the deliverables of the contract
<b>Target No. of Trainees</b>	Total enrolment target under the scheme is 10,000. Preference will be initially given to female trainees while allocating trainee. The target trainees for this scheme will be as follows: 6,000 trainees in Construction Sector 4,500 Trainees in other sectors excluding ICT  Allocation of trainees may be changed according to the discretion of PSDF
<b>Maximum Trainees per Training Provider</b>	Maximum 20% of the approved target for the scheme per organisation and/ or 10% of the total budget of PSDF for a year as per the project document.
<b>Candidate Selection</b>	Candidate selection will be Training Provider’s responsibility.
<b>Covid 19 SOPs</b>	COVID 19 SOPs are attached as Annexure A
<b>Capacity Building / Pre-Proposal Conference</b>	A Capacity Building Conference will be held. Organisations will be emailed the invitation for the session.
<b>Target Group (Eligibility for Admission)</b>	<ul style="list-style-type: none"> <li>• Between the age of 18 to 35.</li> <li>• Holding valid CNIC of any district of Punjab.</li> <li>• Must not have previously attended any course funded by PSDF and not registered in PSDF database</li> <li>• Must meet the entry requirements as specified in respective training curricula and PSDF requirements</li> <li>• Must not be a DAE graduate.</li> <li>• Must not be enrolled in DAE course.</li> </ul> <p>Must not have education level of greater than intermediate, please refer to the minimum qualification criteria as per curriculum</p>
<b>Recommended Duration of Training</b>	The recommended duration of training will be as mentioned in Letter of Invitation and may be as follows: <ul style="list-style-type: none"> <li>• 3 Months (Min 360 conduct hours or as specified in the curriculum)</li> <li>• 6 Months (Min 720 conduct hours or as specified in the curriculum)</li> </ul>
<b>Trainees per Class</b>	Maximum 25 keeping in view availability of training space (Classroom and Practical Area)

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<b>Minimum Conduct Hours</b>	Minimum conduct hours per week are 30 (6 days x 5 hours daily or 5 days x 6 hours daily).
<b>Selection of Trades / Courses</b>	Trades/ courses will have to be selected from the Letter of Invitation <b>sent to the shortlisted Training providers only.</b>
<b>Testing and Certification</b>	<ul style="list-style-type: none"> <li>• Testing / certification from an accredited body is an essential requirement of the scheme.</li> <li>• Training Provider will submit documentary evidence of its testing arrangements, if these are other than PBTE. The testing agency must be accredited by the relevant regulatory body.</li> </ul>
<b>Implementation of Training</b>	Training would be delivered in Training Providers own premises with dedicated labs/ work stations. This scheme is for implementation of training in a formal manner with course components to be delivered in dedicated classrooms/labs/workshops.
<b>Job Placement</b>	<b>Training Provider has to commit minimum 30% employment Commitment.</b> Training Providers would be required to establish and maintain a proper Placement Cell at the institute. The Placement Cell will be required to establish linkages of trained persons with the employers / recruitment agencies and place the trained personnel on jobs.
<b>Payment to Training Provider</b>	(a) Training Fee (b) Trainee Support Payments (c) Testing and Certification fees (on reimbursement basis) in case the testing authority is other than PBTE
<b>Training Fee</b>	The financial bid will be based on training fee inclusive of all expenditures. It will include but is not limited to: <ul style="list-style-type: none"> <li>• Trainers' remuneration</li> <li>• Consumable Training Materials</li> <li>• Training Manual &amp; Stationery required for training</li> <li>• Protective clothing (if any)</li> <li>• Management &amp; Reporting costs</li> <li>• Depreciation / Rentals of Machinery and Equipment etc.</li> <li>• Utilities &amp; Miscellaneous items</li> <li>• Post training support to trainees (Placement)</li> </ul>
<b>Trainee Support</b>	Fixed Stipend <ul style="list-style-type: none"> <li>• @ Rs. 1,500 per trainee per month</li> <li>• Payment of stipend will be made as per PSDF policy through the Training Providers and will be linked to attendance. PSDF may engage a third party for payment of stipend directly to trainees.</li> <li>• Uniform and a bag of acceptable quality for each trainee as per PSDF defined standard design &amp; colour. An amount of Rs. 1,500 per trainee (one-time cost) will be paid to the training provider for the purpose.</li> </ul>
<b>Testing Fee</b>	<ul style="list-style-type: none"> <li>• PSDF will pay the testing fee directly to PBTE under special arrangements.</li> <li>• In case of self-certification, no fee will be paid.</li> <li>• No testing fee will be paid to those organisations which are legally training providers as well as certifying authorities such as HEC Recognized universities.</li> <li>• In case of national certification, if the testing arrangement is proposed by the training provider (other than PBTE), the negotiated testing fee will be paid by the training provider to the testing agency. The testing fee will be reimbursed by PSDF upon submission of paid invoices at agreed/negotiated rates.</li> </ul>
<b>Proposal Language</b>	English

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<b>Soft Skills Training</b>	Training provider may be asked to impart soft skills training to Trainees. In such case PSDF online available learning material including Trainee and Trainer manuals will be used. The soft skills modules will be of 30 to 60 credit hours spread across the duration of the course. In case of soft skills intervention, Training provider is required to induct a dedicated instructor of qualification bachelor's and above to teach the soft skills.
<b>Currency</b>	All financial figures should be quoted in Pak Rupees as mentioned in the Financial Proposal.
<b>Evaluation Cost</b>	<b>Rs. 12,500</b> (Twelve Thousand and Five Hundred Rupees only) should be submitted by every Training Provider for evaluation of <b>each</b> trade wise Technical Proposal. For Example, for <b>three</b> trades <b>Rs 37,500</b> (3*12,500) will be submitted by a training provider.
<b>Provision of Technical Proposal in USB</b>	Training Providers are also required to submit scanned Technical proposals in a USB, along with submission of RFP. Any USB containing Financial proposals will be rejected
<b>Fixed Budget</b>	Not Applicable
<b>Basis of Financial Evaluation</b>	The quoted costs should include all applicable taxes. The financial bid will be evaluated on the basis of per trainee per month cost (Inclusive of all applicable Taxes).
<b>Submission of Proposal</b>	For each trade/course, separate technical & financial proposals are to be submitted.
<b>Submission Address</b>	Bidding documents should be submitted through courier and should be addressed as under:  Secretary Training Service Selection Committee Skills for Job 2021 Punjab Skills Development Fund, 21/A, H-Block, Dr Mateen Fatima Road, Lahore, Pakistan
<b>Last Date of Submission of proposal</b>	<b>November 06, 2020; 04:00 PM</b> by post/ courier. Parcels should reach PSDF office before the mentioned time and date otherwise same will be returned unopened.
<b>Date of Opening of Financial Proposals</b>	Will be communicated later.
<b>Basis of Proposal Evaluation</b>	Quality and Cost-Based Selection (QCBS) methodology will be used for selection of Training Providers based on combined Technical and Financial Score. Courses for international and local certification will be evaluated jointly.
<b>Criteria for Evaluation of Proposals</b>	Technical Score (S <sub>t</sub> ) of proposal <ul style="list-style-type: none"> <li>✦ Quality of Training = 80</li> <li>✦ Capacity of the Organization to deliver = 20</li> </ul> (Minimum Qualifying Technical Score = 65%)  Financial Score (S <sub>f</sub> ) of proposal  $S_f = 100 * \frac{\text{Lowest Price}}{\text{Price of Proposal Under Consideration}}$ $\text{Overall Score}(S) = S_t * T + S_f * P$ $= S_t * 0.80 + S_f * 0.20$
<b>Multiple Training Providers</b>	Client may select multiple Training Providers following the methodology mentioned in case the top-ranked organisation does not have the capacity to meet the target number of trainees in the relevant trade.

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<b>Expected Date and Address for Agreement Negotiations</b>	Date: Will be communicated later by the Client. Address: Punjab Skills Development Fund, 21/A, H-Block, Dr. Mateen Fatima Road, Gulberg II, Lahore. or any other address as notified.
<b>Client's Representatives / Contact Persons</b>	<p style="text-align: center;"><b>1) For questions or queries - 0800-HUNAR</b></p> <p><b><u>Program Development Department</u></b></p> <p><b>1. M. Sherjeel Usmani</b>          Manager Program Development          Email: <a href="mailto:sherjeel.usmani@psdf.org.pk">sherjeel.usmani@psdf.org.pk</a>          Phone No. 042-111-11-7733 Ext 218          M: +92-333-585-8329</p> <p><b>2. Usama Siddiqui</b>          Management Associate Program Development          Email: <a href="mailto:usama.siddiqui@psdf.org.pk">usama.siddiqui@psdf.org.pk</a>          Phone No. 042-111-11-7733 Ext 242          M: +92-333-481-6797</p> <p><b><u>Procurement Department</u></b></p> <p><b>3. Sahar Nadeem</b>          AM Training Partner Contracting          Email: <a href="mailto:sahar.nadeem@psdf.org.pk">sahar.nadeem@psdf.org.pk</a>          Phone No. 042-111-11-7733 Ext: 212</p>
<b>Client's Input</b>	Publicity of the Scheme and arrangements for stakeholders' visits and ceremonies (in case of a largescale graduation ceremony etc. if arranged by PSDF at the completion of the assignment.
<b>Validity of Proposal</b>	180 days from last date of submission.
<b>Clarification Requests</b>	Requests addressed to Client's Representative / Contact Person in writing can be received before; 12:00 am on 4 <sup>th</sup> November 2020
<b>Expected Start Date of Training</b>	1st January 2021
<b>Any Special Condition</b>	<ul style="list-style-type: none"> <li>• PSDF may relax one or more conditions of the RFP under notice to all shortlisted Training Providers.</li> <li>• PSDF will engage a third-party monitoring organisation to verify proposed deliverables.</li> <li>• PSDF will check the availability of training facilities through third party evaluation firm as per requirements of the relevant curriculum.</li> </ul>
<b>Bank Guarantee</b>	Mobilisation Advance equal to 10% of the Contract value (if availed) against irrevocable & cashable Bank Guarantee to be adjusted in instalments (maximum five).
<b>Training Facilities</b>	The Training 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 lab tasks simultaneously and independently. Depending upon the specific requirements of a trade, the standards may vary. Training Providers must submit status of available machinery, equipment, tools, furniture, etc. With reference to the list provided in the respective curriculum on the prescribed format attached with the Technical Proposal form. All training facilities are subject to inspection. All tools & equipment should be under ownership of training provider.

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<b>Means of Communication</b>	Formal communication between PSDF and Training Providers may be made through letter or email in English language.
<b>Performance Evaluation</b>	<ul style="list-style-type: none"><li>• It is suggested that Training Provider should select trades keeping in view their practical area availability, mobilization capacity &amp; placement challenges.</li><li>• Performance of the organization will also be evaluated on the basis of ratio of successfully qualified trainees with reference to number of trainees contracted. Poor performance will affect selection of the organization in PSDF future schemes and/or extension of the contract.</li></ul> As such: <ul style="list-style-type: none"><li>• Training Providers are advised not to overestimate their enrolment &amp; employment capacity</li><li>• Performance and future contracting will also be assessed based upon employment of trainees</li><li>• PSDF may impose financial penalties on Training Providers on account of any violations/ breach of contract in line with PSDF Business rules.</li></ul>
<b>Contract Extension</b>	Performance of Training Providers would be evaluated semiannually. 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. Training Providers perceived to have demonstrated poor performance would not be considered for extension of Contract for subsequent round of training.

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### **TERMS OF REFERENCE (TORs)**

Punjab Skills Development Fund (PSDF) is funding skills trainings for residents of Punjab under the “Skills for Job 2021” scheme. The aim of the vocational skills trainings is to improve the income generation capacity of the residents of Punjab through acquisition of knowledge, practical competencies, knowhow and attitudes necessary to perform a certain trade or occupation in competitive labour market. The selected Vocational Training Service Providers will be expected to enter into a Contract specifying the responsibilities and deliverables of the assignment.

#### **Responsibilities of Training Providers 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).
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, backup power, drinking water etc.). In case of deficiency, arrange additional training facilities as per requirement.
5. Training provider must have at least 2 classrooms to accommodate maximum of 25 trainees each along with practical lab / room / area (to accommodate 25 trainees), admin room and Bathroom.
6. Engage competent and qualified instructors, principle and support staff as per provided CVs (qualification and experience) mentioned in the curriculum.
7. Get the facilities and arrangements inspected by PSDF before start of training.
8. Ensure provision of vocational skills training in approved skills /trades using the curriculum approved by relevant certification authority and following the agreed parameters.
9. 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).
10. Development/printing of training manual(s), if already not available.
11. Manage provision of standardized uniforms and bags as mentioned under Trainee Support.
12. 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.
13. Establish a system for providing reports to PSDF within stipulated time through email or on a web-based data management system.
14. Establish and maintain a proper Placement Cell at the institute. The Placement Cell will be required to establish linkages of trained persons with the employers / recruitment agencies and ensure placements of the trainees upon completion of training.
15. Track and report employment status of trainees for the first six months post-completion of training.
16. Maintain separate bank account and financial records relating to the PSDF assignment(s).
17. Assist any PSDF partner in carrying out a tracer study / evaluation of the trained persons.
18. Arrange testing and certification from the relevant accredited certification body.
19. Arrange printing of provisional certificates as per the format approved by PSDF.
20. Arrange a simple graduation ceremony and distribute certificates to successful graduates on course completion and inform PSDF at least one week before the event.
21. Assist PSDF in the arrangements of graduation ceremony; if graduation ceremony is arranged by PSDF at large scale (cost of such ceremony arranged by PSDF will be borne by PSDF).

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22. Assist and arrange trainees job placement after completion of training and maintain an updated 6 months' post training job record.
23. Display prominently banners / sign boards relating to the training, after approval by PSDF.
24. Any other obligation agreed in the Contract.
25. The Training Provider will be responsible for certain deliverables, including progress reporting, as per requirement of the project.
26. The Training Provider will be responsible for following the SoPs implemented by the Government and PSDF to ensure the safety and well-being trainees

### **Note:**

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

Vocational Training Service Providers will not charge anything to the trainees at any stage of the training process, in the form of admission forms, enrollment, 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, uniforms & bag cost, and testing fees, as determined by PSDF management.
3. Monitor / supervise the delivery of training, either directly or indirectly 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 Training Providers:**

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

## **Detailed Evaluation Criteria**

DETAILED CRITERIA			Organization with Trades Already Funded by PSDF	New and Old Organization working with PSDF but with New Trades	Newly Established Organization
Code	Description	Details	Marks	Marks	Marks
<b>Financial Health</b>			<b>10</b>	<b>25</b>	<b>25</b>
Financial Health will be Evaluated based Upon the either Bank Statement or Financial Statement Submitted at the time of Prequalification					
<b>Bank Statement</b>					
	Maximum Marks of Total Debt /Credit of 3 Million. Marks Proportional to that will be awarded		7	18	18
	Maximum Marks on 10 Average Monthly Transaction. Marks Proportional to that will be awarded		3	7	7
<b>Financial Statement</b>					
	Maximum Marks for Annuals Revenue/Income of 3 Million and Above. Marks Proportional to That will be Awarded		10	25	25
<b>Training Premises</b>			<b>10</b>	<b>10</b>	<b>10</b>
Training provider's facility <b>must have</b> at least 2 classrooms to accommodate maximum of 25 trainees including but not limited to practical lab, Class room, admin room and Bathroom.					
B 4.5	<b>Facilities Available</b>	Generator/ UPS in working Condition		2	
		Reception Area		0.5	
		Drinking Water Facility		1	
		Library with Books		1	
		Cafeteria		1	
		Separate BathRoom for Male & Female		1	
		Parking Space		0.5	
<b>Sub Total</b>				<b>7</b>	
<b>Notes</b>					
These facilities will be cross verified by the inspection team and marks will be awarded accordingly.					
Library / Cafeteria will be checked within the overall training Premises.					
B 4.6	<b>Class Room with Proper Facilities</b>	Chairs with Side Desk / Separate Desk		1	
		White / Black Board (Minimum 1)		0.5	
		Ventilation with Lights and Fans		1	
		Rostrum (Minimum 1)		0.5	
<b>Sub Total</b>				<b>3</b>	
<b>Tools and Equipment</b>			<b>25</b>	<b>25</b>	<b>35</b>
B 4.7	<b>Critical Equipment</b>	100% Equipped Lab	15	15	20
		50-100% Equipped Lab. Marks Proportional to that will be awarded. If Critical Equipment is less than 50% Trade will be declared as Technically Non-Qualified.			
<b>Sub Total</b>			<b>15</b>	<b>15</b>	<b>20</b>
<b>Explanation</b>					
Critical Equipment are those without which the training cannot be commenced.					
In case of less than 50% critical equipment, that location/lab/trade will be dropped.					
In case of multiple locations marks will be averaged out of all passing locations.					
B 4.8	<b>Major Equipment</b>	100% Equipped Lab	10	10	13
		50-100% Equipped Lab. Marks Proportional to that will be awarded. In case of less than 50 % of Major Equipment, the trade will be declared as Technical Non-Qualified.			
<b>Sub Total</b>			<b>10</b>	<b>10</b>	<b>15</b>
Major Equipment are those equipment's which are very important for execution of Practical Training.					



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In case of less than 50% major equipment (overall), this location/lab/trade will be dropped.						
Marks must be determine based on the class award size.						
<b>PAST EXPERIENCE</b>		<b>15</b>	<b>15</b>	<b>0</b>		
<b>B 5.1</b>	<b>Funding Source</b>	3	0			
<b>B.5.2</b>	<b>Certification Body</b>	2	0			
<b>B 5.3</b>	<b>Accumulated Number of Individuals Trained in the Training Course in the Past</b>	10	0			
<b>B 5.4</b>	<b>Documentary Evidence</b>	In case of non-provision of documentary Evidence of Claimed Experience. 0 Marks will be awarded in the Past- Experience Section.				
<b>Explanation:</b>						
Old TSPs: Marks of the past experience of organization working with PSDF will be calculated based upon the Previous Monitoring Performance.						
Above listed scoring criteria will be used only for new Training Providers with non-PSDF experiences.						
Experience will only be considered of same / similar course conducted in Past.						
Zero marks will be awarded if claimed experience does not lies in the same or similar category.						
Only <b>external evidence</b> attached will be considered for scoring such as: Printouts of official Gazettes - Graduation certificates issued by certification authority. The trade name and name of the TP will be matched with the evidence. If the attached document is issued/signed by an external authority, it will be considered as an external evidence and all other evidences will be considered as internally generated documents.						
TSPs having trades with less than 60% performance in past experience in either of recent performance cycle or previous performance cycle will be considered Tier 4 TSPs and their respective trades will be dropped.						
<b>PLACEMENT</b>		<b>20</b>	<b>0</b>	<b>0</b>		
For Training Providers already working with PSDF marks of placement commitment will be awarded based upon the fulfilment of placement commitment in previous schemes. 80% weightage will be given to trade past Employment fulfillment & 20% to overall fulfillment of commitment						
<b>TRAINER CV</b>		<b>15</b>	<b>20</b>	<b>25</b>		
<b>(Annex A)</b>	<b>Trainer CV</b>	<b>Qualification</b>	2 Levels above Qualification Required for Trainee Induction / Relevant Diploma or Degree	7	10	12
			1 Levels above Qualification Required for Trainee Induction	4	7	8
			Otherwise	0	0	0
		<b>Sub Total</b>		<b>7</b>	<b>10</b>	<b>12</b>
		<b>Past Experience</b>	Maximum marks on 3 Years of experience as Instructor / Professional Experience Including Current & previous Employment. Marks proportional to that will be awarded.	8	10	13
<b>Sub Total</b>			<b>8</b>	<b>10</b>	<b>13</b>	

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<b>Note:</b>						
Zero Marks will be awarded in qualification if copy of Highest Degree / Diploma / certificate if not attached with CV. 50% Marks will be awarded in past experience section if proof of current employment with organization is not attached. 50% Marks will be deducted in relevant Past work experience (if Proof of employment certificate are not attached with CV).						
Trainers CVs should be different for each Proposed training location.						
In case Trainer is not Present at the time of inspection, then zero will be awarded. However, in case of Proper Reason of absence, its file must be presented containing copies of CNIC, Degree(s) etc. by Training Provider at the time of Field Visit.						
<b>MANAGEMENT TEAM</b>				<b>5</b>	<b>5</b>	<b>5</b>
5 Marks will be carried forward from the responsiveness stage of the management team for both Old and New TSPs						

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### ANNEXURE A

#### SOPs for Formal Training Institutes - POST COVID-19.

- Trainees and Trainer must qualify the COVID-19 online course i.e Infection control and Prevention 101 offered by PSDF within three days of the start of the training. If does not qualify will not be allowed to continue the class after three days.
- Trainee and Trainer will be considered “verified” only if it is established that he/she has completed the COVID-19 course offered by PSDF.
- The classes may be considered as suspended if high risk areas identified by the government or any other notification issued by the government.
- Training may be suspended if trainee or trainer or any other staff member found positive for covid-19 in a center or class or institute. (class suspension time will be 14 days).
- The business rules will be applicable in addition to existing business rules and penalties as stated above will be imposed irrespective of penalties mentioned in existing business rules.
- Trainees who do not wear face masks, will be expelled from the training and no stipend to be paid to such trainees.

COMPLIANCE RISK	GUIDING PRINCIPLE	MONITORING INDICATORS
<b>Protection of Personnel at Entrance &amp; Exit Points</b>	Temperature of the individuals shall be monitored at entry and exit points.	Ensure the availability of thermal guns with its proper use.
	Staff and instructors must be free of fever, cough, sore throat as these may be symptoms of COVID-19.	Develop forms for data collection at entry points. If temperature of an individual is more than 99°F or 37°C and the person reports experiencing any fever, cough, sore throat he will not be allowed to enter in the training premises
	Maintaining 3 feet distance among individuals during entry and exit.	Demarcation on the floor to avoid entrance of individuals in groups
	Sanitization at entry and leaving the training premises.	Install hand sanitizers at entry points and sanitizer spray for the belongings
<b>Hand Hygiene</b>	Staff, trainees, trainers and visitors must clean their hands with soap or sanitizers at entry point.	Hand washing facility to be created near the entry and exit gate
		Sufficient supplies of materials including hand soaps and alcohol-based hand rubs should be made available at entry points
		All the staff/trainees entering the training premises will wash their hands with soap
		A notice to be displayed for the entrants near the washing facility and guidance should be provided by the gate officials to minimize the risk of infection
<b>Respiratory Hygiene</b>	Both trainees, trainer and staff must wear face masks and gloves	Face mask to be provided to all staff members, trainee and trainer on daily basis
<b>Social (Physical) Distancing</b>	No individual at training premises should hug or shake hands. Use alternate greetings such as waving or bowing	Third party monitoring firm will record the violations against SOPs during the visits.
	Centre in-charge/ campus managers should take precautionary measures to avoid overcrowding in classrooms, laboratory, waiting area and cafeteria	Rest break will not be given simultaneously to all the trainees/trainers/staff of training premises and trainees/trainers/staff shall maintain a social distance of 3 feet. TPM will physically verify and record the schedule provided by TSP during field visit.
		Modify cafeteria seating to keep trainees at least 3 feet apart in order to discourage people from eating together in groups

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	Prayer/ Mosque	Staff/Trainees/Trainers are required to offer prayers by maintaining distance of 3 feet in the designated place and shall follow all the guidelines related to prayer jama'at as per government instructions
<b>Class Size</b>	Maintain distance of 3 feet between trainees even, if that involves leaving one machine empty. Minimum class size should not be less than 10 trainees.  Stagger training hours to increase space between trainees	Maintain distance of 3 feet between trainees in classroom or lab Modify workstations to meet the requirement of 3 feet distance TPM will adjust their visit monitoring visit time as per schedule shared by PSDF.
<b>Disinfection of Training Premises</b>	Institutes and Industries must sanitize the training premises and disinfect furniture, doors, chairs, and other surfaces with 0.05% chlorine solution (Bleach).	All floor will be cleaned/mopped with disinfectants at the start of each shift and keep the record. All office doors, handles and railings must be cleaned with disinfectants twice a day and keep the record.
	Cleaning workers should be instructed to use protective gloves, shoes and clothes.	
	Classrooms and labs must be well lit and ventilated. If a class is air-conditioned, the staff must ensure its ventilation.	Doors and windows should remain open for better ventilation in classrooms
	Washrooms of the institute must be cleaned regularly and frequently.	Maintain a log of frequency of washroom sanitization and disinfection and drying after every use.
<b>Disinfection of Tools &amp; Equipment</b>	Lab equipment and tools must be disinfected with alcohol-based disinfectant	Proper log of disinfection should be maintained for tools and equipment in unit or lab
	Raw material like steel, wood, cloth, iron, plastic and disassembled parts of machinery shall be properly sanitized and disinfected before entry to an institute or industrial unit premises.	Log of disinfection should be maintained at entry points of training premises  Availability of additional hand sanitizes and wipes near all type of machinery/ equipment
<b>Transportation</b>	Disinfection of vehicles	Institute or factory owned buses and coasters used for transportation of trainees and staff will be disinfected from inside and outside upon arrival and maintain the record.
		All the vehicles entering or exiting the training premises having finished goods/ raw material items/ any other items shall be disinfected and record of the disinfected vehicle to be maintained at the gate office
<b>Hostel/Accommodation Facility (If Applicable)</b>	Guidelines of social distancing and other related precautions must be displayed and observed in trainee's accommodation	Display posters of precautionary measures at prominent places
		General chlorination spray in complete premises shall be carried out once every day
<b>Inspections</b>	Safety officials/heads of the institute shall visit training premises after every two hours to carry out inspection of the entire facility	Monitoring team should be in place at unit level to carry out inspections on compliance after every shift