

PUNJAB SKILLS DEVELOPMENT FUND

TENDER DOCUMENT

HIRING OF FIRM FOR THE PROVISION OF KNOWLEDGE-BASED PROJECT MANAGEMENT SERVICES

July, 2018



Submission Date for RFP: 20th July 2018

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Bidding Document: Sections (1 – 12)

1- Invitation to Bids

Punjab Skills Development Fund (PSDF) is a not-for-profit, section 42 Company set up under the Companies Ordinance 1984 by the Government of the Punjab. Sealed bids/proposals will be invited from established Firms (hereafter called as bidders) for hiring the firm for provision of knowledge-based project management services to PSDF. All interested and eligible bidders are requested to go through the Tender and provide relevant information and supporting documents mentioned in the bidding document.

2- Instruction to Bidders

The selection of hiring the firm for provision of knowledge-based project management services will be based on **Quality and Cost through single stage, Two Envelopes** bidding procedure.

- a) The bid shall be a single package consisting of two separate envelopes, containing separately Technical Proposal and Financial Proposals. The envelopes shall be marked separately as “Technical Proposal” and “Financial Proposal”.
- b) The bidders shall submit completed standard documentation appended as Annexures to this document along with specific documents required by PSDF.
- c) In the first instance, the “Technical Proposal” shall be opened. The envelope marked as “Financial Proposal” shall be retained unopened in the custody of PSDF. PSDF shall evaluate Technical Proposal in a manner prescribed in **section 9** of the bidding document.
- d) PSDF reserves the right to reject any proposal, which does not conform to specified requirements without reference to price and condition. During the technical evaluation no amendments in Technical Proposal shall be permitted.
- e) After the evaluation and approval of technical proposals, PSDF shall open financial proposals of the technically accepted bids, publicly at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period.
- f) The financial bids of the organisations found technically non-responsive shall be returned unopened to the respective bidders. The technical and financial proposal will be evaluated based on PSDF evaluation criteria as provided in **section - 9** and **11** of this document.
- g) This document has different annexures carrying information on eligibility, technical evaluation and terms of references, conditions of tender, type of contract etc. to assist potential contractors to develop their technical proposals. Bidders that are evaluated as eligible and qualify in technical evaluation will be short-listed for financial bid opening.
- h) Contract shall be awarded on quality and cost-based method with combined evaluation of the Technical and Financial Proposals.
- i) *The weightage of quality shall be **80%** and **20 %** weightage shall be given to cost. A minimum score of **65 marks** is required in technical evaluation to qualify for Financial Bid opening.*

3- Conditions for Eligibility

The successful bidder, fulfilling the following criteria, will be considered as an eligible bidder/firm for the evaluation process;

- a) The firm should be registered for the last 3 years (evidence of incorporation required)
- b) The firm should have an office in Pakistan (proof required on letterhead)
- c) An annual turnover of at least PKR 10M is required (2016-17 audit reports or tax return required as proof)
- d) The firm must provide NTN and PST registration certificate (if applicable)
- e) The firm must provide an Affidavit attesting that the organization has never been blacklisted (i.e. declared ineligible to participate in procurements) by any of the national or provincial procurement regulatory authorities. (Declaration to be submitted on Stamp Paper)

Any, failure to provide information as per the above mentioned or fulfilment under the requirement of “Eligibility Criteria Checklist” (**Annexure B**) shall deemed to be or declared to be ineligible for the bidding process and technical evaluation shall not be carried out.

4- Terms of Reference / Scope of Work

- **Statement of purpose**

The purpose of this engagement is to invite interested firm(s) to provide technical, project management and editorial services support to manage activities under the 5-year Technical Assistance (TA) grant provided to PSDF by Department for International Development (DFID), UK. The firm will be hired on a retainership basis.

- **Project Background**

PSDF is executing the 5-year Skills Development Programme (SDP) funded by the Government of Punjab and DFID. Under the SDP Technical Assistance (TA) component, DFID will provide a financial grant for institutional strengthening, research & evaluation, pursuing innovation and policy & institutional reforms over 2016-2021.

The objectives of the TA are to:

1. Strengthen the institutional capacity of PSDF, including enabling the Fund to become a sustainable organization.
2. Research and generation of evidence that helps inform the operations of PSDF and influences skills sector policy and regulations.
3. Pilot innovative employment-oriented skills schemes that help leverage private sector financing for skills and guarantee employment/income generation.
4. Work strategically with donors for policy and regulatory reforms of the skills sector.
5. The Technical Assistance Committee (TAC) ensures effective TA utilisation through strategic guidance and oversight in the areas mentioned above. The Committee is composed of representatives from DFID, PSDF, Government of Punjab and experts from the academia and private sector.

In particular, the Technical Assistance Committee:

1. Provides advice on how the TA SDP can facilitate PSDF to deliver the SDP Outcomes and Outputs, as defined in the SDP log frame.
2. Reviews and comments on the research, institutional strengthening, experimentation initiatives and policy/regulatory reform initiatives undertaken by the PSDF.
3. Serves as the final reviewer of the annual work plan for the TA providing its recommendation to the PSDF Board.
4. Reviews and comments on overall TA progress against its work plan objectives, priorities and budget.
5. Serves as a first gate for considering initiatives by providing its recommendation to the PSDF Board.
6. Recommends new initiatives within the broad objectives of the TA defined above and provides guidance on prioritization.
7. Provides guidance on staffing, and institution building questions brought to the Committee by CEO, PSDF

- **Scope of work**

The firm hired will focus primarily on the research and evidence generation objective of the TA. The following services will be provided by the firm on research topics pre-determined by PSDF:

1. Conduct initial background research and develop Concept Papers for presentation to the TAC.
2. Assist in preparing TAC working papers to be approved by PSDF senior management.
3. Identify and bring on board subject matter experts for each study.
4. Develop the Terms of Reference and procurement documents in conjunction with PSDF Research & Planning and Procurement teams.
5. Identify and mobilise a pool of local and international firms that can participate in each study.
6. Provide support in consultant selection to PSDF teams.
7. Project manage each consultant's work in terms of timelines and deliverables for the entire engagement.
8. Provide quality assurance on all deliverables.
9. Prepare publishable reports from each study.
10. Develop and fine-tune policy recommendations from each study.
11. Prepare case studies and documentation of key PSDF successes, work themes and projects as and when required by PSDF.
12. Provide project management services on other (non-research) TA projects as and when required.

The list of on-going and planned studies/projects is provided below but not limited to: -

- **On-going Projects**

1. Skills Need Assessment of Export-led Sectors
2. RCT-based evaluations

- **Planned Projects**

1. SDP Mid-programme Tracer Study
2. Mid-programme tracer for World Bank-funded skills programme being executed by PSDF
3. Revamping PSDF's trade taxonomy to run Procurement & Monitoring value chains on the new, uniform taxonomy
4. Impact of PSDF intervention (funding) on the skills training market
5. Skills needs assessment of socially marginalised segments in Punjab
6. Identification of employment opportunities and barriers faced by Punjab's low-income women in accessing formal employment in large urban centres
7. Study for the identification, segmentation and validation of high-potential trades for CPEC readiness
8. Mapping of the eastern-belt and agri-heartland clusters of PSDF to identify formal and self-employment opportunities in skilled workforce (phase 1)
9. Rapid Assessment of Punjab's Technical and Vocational Education and Training (TVET) Programme

*Note: Briefs/details on the above mentioned planned studies and projects may be referred to in **Annexure M**. These briefs are meant to convey the project intention, and are tentative and subject to modification, if needed. These assignments are expected to be completed within mutually agreed timelines at the time of award of contract.*

- **Milestones and Deliverables**

All research projects will broadly follow the milestones in the project lifecycle given below. The firm's deliverables will be associated with these milestones. The estimated timelines will be agreed mutually at the time of contract signing.

Sr. No	Milestones	Owner	Expected Timescale
1	Concept paper finalized & approved by PSDF	Firm	2-3 weeks
2	Terms of Reference defined and accepted by TAC	Firm	2-3 weeks
3	Necessary approvals obtained Procurement: required information and proposal format finalized	PSDF team	2 weeks
4	EOI stage completed	PSDF team	4-5 weeks
5	RFP stage completed	PSDF team	4-5 weeks
6	Contract awarded after consultant selection (start of assignment)	PSDF team	1 week
7	Inception report submitted & accepted	Firm	2 weeks
8	Sampling/methodology finalized & approved	Firm	Project-specific but not exceeding 4 weeks
9	Survey activity completed (if applicable)	Firm	Project-specific but not exceeding 4 weeks
10	Analysis and insights finalized	Firm	Project-specific but not exceeding 4 weeks
11	Narrative of report including analysis & policy recommendations submitted	Firm	Project-specific but not exceeding 4 weeks
12	Acceptance of final report and close of assignment upon satisfaction	Firm	Project-specific but not exceeding 3 weeks
13	Report converted into publishable format & text	Firm	Project-specific but not exceeding 4 weeks
14	Report designed	PSDF team	3 weeks
15	Report published/disseminated as per Terms of Reference	Firm	Project-specific but not exceeding 4 weeks

5- Condition for Contract/General guidelines

- a) PSDF reserves the right to award or not to award this contract and Bidders who fail to complete and attach all the relevant documents shall be disqualified. No tender document shall be accepted, if not **properly sealed, marked, signed and stamped**.
- b) PSDF shall enter into a formal contract with the successful Bidder only and reserves the right to terminate the contract, if performance of Bidder is unsatisfactory.

- c) PSDF reserves the right to verify any information provided by the applicants or may visit business premises to verify the information shared in tender documents.
- d) PSDF reserves the rights to request submission of additional information from applicant firm to clarify or further understand aspects of technical proposal, if required.
- e) Bidder presenting incorrect information intentionally or fraudulently will be disqualified.
- f) Bidders to ensure that their bid documents are submitted before the closing time and date of the tender. **Bids received after closing time and date will NOT be considered.**
- g) All documents and information received by PSDF from applicants will be treated as confidential. Documents submitted to PSDF will not be returned.
- h) All expenses related to participation in this bidding document shall be borne by the bidder.
- i) Documents shall be submitted in hard copies in a sealed envelope marked as "PROPOSAL" as hard copy in a sealed envelope for "hiring the firm for provision of knowledge-based project management services" The envelope containing hard copies of technical proposal and financial proposal shall be received on the postal address as follows: -

Procurement Department

Punjab Skills Development Fund, 21-A, H-Block, Dr. Mateen Fatima Road, Gulberg-II, Lahore.

E-mail: Procurement@psdf.org.pk Phone: +92-42-35752408-10, Fax: +92-42-35752190.

- j) ***Pre-bid meeting shall be scheduled on Thursday 12th of July, before submitting the proposal. Meeting time: 11:00 am at PSDF Head Office. A formal request must be sent to confirm attendance at the meeting at the following e-mail: Procurement@psdf.org.pk***
- k) The firm must submit the original and 2 copies of the Technical Proposal, and the original of the Financial Proposal in separate sealed envelopes. USB containing Technical Proposal must also be submitted in the Technical Proposal envelope (**DO NOT include ANY financial proposal information in this USB**). USB containing Financial Proposal must be submitted separately in the Financial Proposal envelope. If Financial Proposal is found open in the USB, then the proposal may be rejected.

****Although adequate thought and effort has been given in the drafting of this document, errors such as typos may occur which the PSDF will not be responsible.*

6- Form of Contract

- a) The successful bidder shall sign and execute the standard contract of PSDF including any general conditions on the terms and conditions specified therein. Any amendment to the standard contract shall be made with mutual consent of both parties.
- b) The duration of the contract will be one year, in case PSDF decides to cancel the contract during the contract period, a notice period of one month will apply.
- c) Contract may be extended for one year, based on the performance of the bidder on same terms & conditions.
- d) Successful company will sign a contract and will provide the agreed services within the stipulated agreed time of issuance of the Service Order.
- e) In case of any dispute regarding services the decision of PSDF shall be final & binding.
- f) The PSDF may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. PSDF shall upon request communicate to any firm, the grounds for its rejection of all bids or proposals but shall not be required to justify those grounds.
- g) All taxes will be deducted in accordance with applicable laws.
- h) The bid shall remain valid for the period of **150 days** from the date of bid opening.

7- Form of Bid

Please submit the financials in the annexure in **Annexure- L**

8- Delivery Timelines or Completion Date

The firm will be engaged on a time-based monthly retainership contract for period of one year (renewable). Services shall start after signing of the contract.

9- Technical Proposal Evaluation Criteria

- This document is governed by the procedure approved by PSDF management.
- The technical proposal of eligible organisations will be evaluated against requirements specified in “Annexure – D”.

10- Performance Security

Successful bidder will submit a performance guarantee (or any other form of performance security acceptable to PSDF) of 2% of contract value at the time of signing the contract which will be returned after completion of contract.

11- Financial Evaluation Criteria

The Financial Proposals of only eligible bidders with technically qualified specifications will be opened in the presence of all the bidders. All bids shall be opened publicly in the presence of bidders or their representatives who may choose to be present, at the time and place announced prior to the bidding and person designated for PSDF shall read aloud the unit price as well as the bid amount and shall record the minutes of the bid opening. All bidders shall sign an attendance sheet at the time of bid opening. Please provide information regarding Financials in “Annexure – L”.

12- Submission of Bids (Technical and Financial Proposal): -

Complete bid containing Technical and Financial proposal along with Bid Security and all required information and documentary evidences must be submitted before closing date i.e. **Friday 20th July 2018 at 2:30 PM**. Technical proposals will be opened publicly on the same day i.e. **Friday 20th July 2018 at 3:00 PM** in the presence of bidder’s representatives who wish to attend it. Bid Security of disqualified bidders will be returned after awarding the business to successful bidder.

a. Bid Security

Bid Security of Rs. 10,000 (Ten Thousand) in the form of pay order or demand draft favouring Punjab Skills Development Fund shall be submitted along with the proposal. The Bid Security should be valid for a period not less than 6 months and must be enclosed in financial bid.

b. Cover Letter for the Submission of Technical Proposal

A cover letter as specified in “Annexure K” shall be submitted with the proposal

Note: Please provide the required information in all annexures mentioned in this document and mark them while submitting the bid. All annexures attached herewith are to be considered a part of this bidding document.

Annexure - A

Organizational Information			
Sr. No.	Required Information	Response	
1	Legal name of the organization		
2	Year of Registration / Establishment of the Organisation		
3	National Tax Number		
4	General / Punjab Sales Tax Number		
5	What is the legal status of your organisation? Tick the relevant box (one box only). (Attach Copy/Copies of Registration Certificate/s)	Public Sector Organisation	
		Section 42 Company	
		Public Ltd. Company	
		Private Ltd. Company	
		Private Partnership Firm	
	Others (Please specify)		
6	Name and designation of 'Head of Organization'		
7	Mobile:		
	Phone/s:		
	Email:		
	Fax:		
	Address of organization:		
	Website address:		
8	Name and designation of 'Contact Person':		
	Phone/s:		
	Mobile:		
	Email:		
	Fax:		

Annexure - B

Eligibility Criteria Checklist				
Sr. No.	Eligibility Criteria Details	Evidence/Proof Required	Attached Supporting Documents/Proof and mark Yes/No	
			Yes	No
1	Firm should be registered for the last 3 years	Evidence of incorporation required	<input type="checkbox"/>	<input type="checkbox"/>
2	Should have office in Pakistan	Proof required on letter head	<input type="checkbox"/>	<input type="checkbox"/>
3	Turnover of at least PKR 10M is required	Provide 2016-17 audit reports or tax return required as proof	<input type="checkbox"/>	<input type="checkbox"/>
4	Provide NTN & PST registration certificates (if applicable)	Provide proof	<input type="checkbox"/>	<input type="checkbox"/>
5	Affidavit attesting to the organization never having been blacklisted (i.e. declared ineligible to participate in procurements) by any of the national or provincial procurement regulatory authorities.	(Declaration on Stamp Paper)	<input type="checkbox"/>	<input type="checkbox"/>

Annexure - C
Relevant Experience of the firm

In order to determine suitability of the firm for this project, PSDF requires information regarding the firm's past experience that will be most relevant, with reference from current or past assignments conducted by the bidder. Information on **at least 3 past assignments/projects must be shared (as per the format below)**. Using the format given below, provide information on each assignment for which your organisation was legally contracted, or as one of the major companies within a consortium, for carrying out services similar to those requested under this Assignment. Description about the past assignments must not exceed **3 pages per assignment**. Please also provide Client's certification and/or evidence of the contract agreement of the past assignment.

Please note that you will be scored based on evidence of the following elements in the description of assignments, which can be independently verified and demonstrate the following experience:

- *experience of research, knowledge and content-based work, demonstrating editorial and writing expertise*
- *working with government, semi-government not-for-profit organizations and/or donors, carrying out assignments similar to this;*
- *concurrent management of multiple projects for a single client;*

Indicate clearly, along with examples, if the bidding firm/consortium, as a whole, or individual team members possess:

experience of drafting reports for government, semi-government, donor-funded or not-for-profit institutions/programmes;

demonstrated experience in conducting base research, writing TORs and research reports, consultant management, and drafting reports and policy documents.

Assignment name:	Cost of the Project:
Country:	Duration of assignment (months):
Location within country:	
Name of Client:	Total number of staff/months (by your firm) on the assignment:
Start date of assignment (month/year):	1- Total value of the service agreement.
Completion date (month/year):	2- Value of consultancy services provided by your firm under the agreement
Name of associated Consultants, if any:	Number of professional staff-months provided by associated Consultants:
Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):	
Narrative description of Project:	
Description of actual services provided by your staff within the assignment	
1. Firm's Name:	
2. Certificate by the Client / Employer that the work was successfully completed by the consultant.	

Annexure - D

Technical Proposal Evaluation Criteria		
Criteria for Technical Proposal evaluation	Points	Weightage
Experience of Firm		
<ul style="list-style-type: none"> Relevant experience of developing TORs and research reports for government, semi-government, donor-funded or not-for-profit institutions/programmes; Demonstrated experience of management multiple knowledge-based projects concurrently; Demonstrated experience of conducting research, and report and policy writing; <p><i>Note: Please attach 3 examples of projects the firm has undertaken in the past 2 years that will include these 3 elements</i></p>	30	
Team structure and profile		
<ul style="list-style-type: none"> No. of full time staff on the company's payroll allocated to the projects; Relevant qualifications and experience of the individuals/project team allocated to the projects; Relevant technical expertise of subject matter experts associated with each research topic; <p>Note: Detailed profiles / CVs of each team member associated with the project. Firm must also provide detailed profiles / CVs of 2 subject matter experts along with their signed consent to work on the project.</p>	40	
Approach, methodology and work plan		
<ul style="list-style-type: none"> Understanding of the client's needs Proposed methodology & work plan for effectively managing multiple projects concurrently Quality assurance of delivery of 3rd party deliverables Risk mitigation to ensure 3rd party deliverable meet timelines Any other operational, technical or organizational strength not solicited elsewhere that you consider relevant to this project. 	30	
Grand total	100	
1. The minimum qualifying technical score is 65%.		
2. The overall allocation of score is 80% for Technical Proposal and 20% for the Financial Proposal.		

Annexure - E

Description of Approach, Methodology and Work Plan

1. You are advised to present the **Technical approach, methodology and work plan** in detail for this assignment and should be between 30-50 pages maximum, inclusive of charts and diagrams, divided into the following chapters:

Approach and Methodology

Describe the proposed methodology/strategy and work plan for conducting the assignment successfully. Also:

- a. outline the quality assurance mechanisms that will be used; what are the risks you might face during this project? What is your mitigation strategy for each of these risks?
- b. mention any other operational, technical or organisational strength not solicited elsewhere that you consider relevant to this project.
- c. explain your understanding of the objectives and scope of the TOR.

Work Plan

Propose your work plan against the main activities of the assignment, their content and estimated duration, describing phasing, interrelations and milestones. The proposed work plan should be consistent with the technical approach and methodology, showing clear understanding of the ToR and ability to translate them into a deliverable working plan. A list of the final documents, including reports, to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule.

Staffing

Propose the structure and composition of your team. List the main disciplines of the assignment, key expert responsible, and proposed technical and support staff who will be engaged for this assignment. Use **Annexure -I** to provide staffing schedule

Annexure - F

Deliverables Acceptance, Responsibilities, and Firm Experience

- **Acceptance of deliverables**

Upon completion of each deliverable or activity upon request, the firm will submit a complete copy to PSDF for acceptance. The firm will have reviewed and validated contents of the deliverable prior to submitting a copy to PSDF. PSDF will provide acceptance on deliverables via e-mail or alternatively as mutually agreed upon. If the deliverable is determined to be less than satisfactory, PSDF will inform the firm within 7 business days after submission of the deliverable by specifying deficiencies in detail. Resubmission of the deliverable must not exceed 10 business days.

- **Roles and responsibilities**

The firm will provide weekly updates to PSDF on the status of all projects being developed and managed at a time. The firm will report to Head of Research & Planning department of PSDF (also primary point of contact). Project Steering Committee Meetings will be arranged by the firm once a month at PSDF office to discuss updates from all projects active at a given time. The firm is required to also mention in the proposal document two names of subject matter experts for each research topic and cost them in the financial proposal. PSDF will pick one expert who will then have to be engaged by the firm should it be successful in winning the award.

- **Competences and Experience**

1. The firm will have knowledge and demonstrable experience of and/or proven expertise in research, project management, and superior drafting & editorial skills. The firm will also have a significant network of subject matter experts in given research areas. The proposal will be evaluated for organization & operational strength, experience, technical expertise as well as strength of its larger network with relevance to PSDF's research endeavours.

Description of Approach, Methodology and Work Plan is attached as **Annexure- E**

Annexure - G
Team Composition and Task Assignments

Describe how you will organize and structure the team working on this project.

Professional Staff					
Name of Staff	CNIC No./Passport No.	Firm	Area of Expertise	Position Assigned	Task Assigned

Annexure - H

Curriculum Vitae (CV) for Proposed Professional Staff

In the form of CVs on the standard format provided in **Annexure H**, give information regarding individuals who will be responsible for the implementation of at least two projects in this assignment. In particular, information of those team members who will be responsible for:

- a) overall management of the project (team leader)
- b) document reviews
- c) meetings with key stakeholders
- d) quality assurance of deliverables sent in by 3rd parties being managed by bidding organization
- e) documentation & report writing
- f) any other activities not mentioned above.
- g) CVs should contain details on 2 projects done by the individual in the past.

1. **Proposed Position** [*only one candidate shall be nominated for each position*]: _____

2. **Name of Firm** [*Insert name of firm proposing the staff*]: _____

3. **Name of Staff** [*Insert full name*]: _____

4. **Date of Birth**: - ____ **Nationality**: _____

5. **CNIC No** (if Pakistani): _____ **or Passport No**: _____

6. **Education**:

<i>Degree</i>	<i>Major/Minor</i>	<i>Institution</i>	<i>Date (MM/YYYY)</i>

7. **Membership of Professional Associations**: _____

8. **Other Training** [*Indicate significant training since degrees under 6 - Education were obtained*]: _____

9. **Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]: _____

10. Employment Record [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

Employer	Position	From (MM/YYYY)	To (MM/YYYY)

11. Detailed Tasks Assigned

[List all tasks to be performed under this assignment]

12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]

1) Name of assignment or project & Location: _____ Cost of Project _____

Date of Start _____ Date of Completion _____

Actual Time Spent on the Project: _____ in months.

Client: _____

Main project features: _____

Positions held: _____

Activities performed: _____

2) Name of assignment or project & Location: _____ Cost of project _____

Date of Start _____ Date of Completion _____

Actual Time Spent on the Project: _____ in months.

Client: _____

Main project features: _____

Positions held: _____

Activities performed: _____

3) Name of assignment or project & Location: _____ Cost of Project _____

Date of Start _____ Date of Completion _____

Actual Time Spent on the Project: _____ in months.

Client: _____

Main project features: _____

Positions held: _____

Activities performed: _____

4) Name of assignment or project & Location: _____ Cost of project _____

Date of Start _____ Date of Completion _____

Actual Time Spent on the Project: _____ in months.

Client: _____

Main project features: _____

Positions held: _____

Activities performed: _____

5) Name of assignment or project & Location: _____ Cost of project _____

Date of Start _____ Date of Completion _____

Actual Time Spent on the Project: _____ in months.

Client: _____

Main project features: _____

Positions held: _____

Activities performed: _____

13. Certification:

PUNJAB SKILLS DEVELOPMENT FUND

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date: _____
[Signature of staff member or authorized representative of the staff] *Day/Month/Year*

Full name of authorized representative: _____

Annexure – I
Staffing Schedule

 Full time input
Part time input

Year: _____		Staff input (in the form of a bar chart) ²												Total staff-month input		
N°	Name of Staff	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Home	Field ³	Total
Local																
1		[Home]														
		[Field]														
2																
3																
N																
												Subtotal				
												Total				

- 1 For Professional Staff the input should be indicated individually; for Support Staff it should be indicated by category (e.g.: draftsmen, clerical staff, etc.).
- 2 Months are counted from the start of the assignment. For each staff indicate separately staff input for home and field work.
- 3 Field work means work carried out at a place other than the firms home office.

Annexure - J
Work Schedule

Annexure - L**Technical Proposal Submission Letter**

Location: _____ *Date* _____

To:

Dear (name),

We, the undersigned, offer to provide support in Project Management Services in accordance with your Bidding Document **Thursday 04th July 2018** and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

We undertake, if our Proposal is accepted, to initiate the services related to the assignment not later than the date indicated in signed agreement.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

Annexure - M
Financial Proposal
Form of Bid/ Financial Proposal

Sr. No.	Description	Unit Price without Applicable Taxes PKR	Unit Price with all Applicable Taxes PKR	Total Price with Applicable Taxes PKR
1	Total Retainership Fee Per month			

Payment Terms:

Upon successful performance of bid payment shall be made within 30 days after the submission of invoice.

Annexure N
Briefs on Planned Studies and Projects

Note: these briefs are meant to convey the project intention, and are tentative and subject to modification, if needed.

1. SDP Mid-programme Tracer Study

PSDF is looking conduct a survey and compile a study to assess the transition & outcomes of PSDF's graduates from training to the labour market. The objective is to collect data to understand the mid-programme impact of the SDP, with respect to employment and income generation and to gather feedback from employers and training providers. The survey is expected to provide representative findings of all graduates, all schemes¹ launched under the programme, and all districts² of Punjab from August 2016 (inception) to March 2018. The sample will cover at least 40% females. The study will provide feedback from training providers (formal training institutes & businesses in training contracts as well as cost-sharing partnerships) and a sample of employers that have absorbed PSDF graduates. The study will cover key questions around improved employment/income earning outcomes for the poor and vulnerable that PSDF targets. The questionnaire and/or other data collection tools will be prepared in sight of all relevant indicators in the SDP log frame document.

2. Mid-programme tracer for World Bank-funded skills programme

¹ There are three types of programmes/schemes that PSDF runs: i) industry-led skills programmes, ii) FTI-based skills programmes, and iii) community-based skills programmes. In addition, PSDF also funds training programmes under co-financing partnership agreements with firms. These are also known as cost-sharing partnerships.

² PSDF has distributed its training across seven geographical clusters of Punjab:

Agri Heartland (Agri HL) comprising Jhnag, Sargodha, TT Singh, Chiniot, Jehlum, Khushab, Mandi Baha-uddin
 Eastern Belt (EBL) comprising Kasur, Okara, Sahiwal, Pakpattan
 Golden Industrial Triangle (GIT) comprising Sialkot, Gujrat, Narowal, Hafizabad, Gujranwala
 Greater Lahore & Faisalabad (GLHE & FSD) comprising Lahore, Sheikhpura, Faisalabad, Nankanasahib
 Northern Belt (NB) comprising Rawalpindi, Attock, Mianwali, Chakwal, Bhakar
 Southwestern Belt (SWB) comprising Muzafargarh, DG Khan, Layyah, Rajanur
 Southern Belt (SB) comprising Multan, Lodhran, Vehari, Bahawalpur, Khanewal, RY Khan, Bahawalnagar

PSDF is also executing the 5-year Punjab Skills Development Project (PSDP) of the World Bank. Through a third-party research firm, we are looking to conduct a survey and compile a study to assess the transition & outcomes of PSDP graduates from training to the labour market. The objective is to collect data to understand the mid-programme impact of the PSDP, with respect to employment and income generation and to gather feedback from employers and training providers. The survey is expected to provide representative findings of all graduates, all schemes launched under the programme, and all districts of Punjab from programme inception to mid-programme. The study will also provide feedback from training providers and a sample of employers that have absorbed PSDF graduates. The study will cover questions around improved employment/income earning outcomes.

3. Revamping PSDF's listing of trades

PSDF finances training in 300+ trades and occupations. The current listing consists of trades, unique codes, available courses and course durations and Training Learning Resources for each trade. However, the database has issues like duplications; and there is no mechanism for evaluating new trades for correct categorisation. The purpose of this assignment is to clean and create a standard trade taxonomy which can be used throughout PSDF's operational value chain (procurement of training services, to payments made to service providers) in a uniform manner. The third-party firm hired to complete this project is also expected to provide a mechanism to direct new & emerging trades into proper categories.

4. Measuring the impact of PSDF on the skills training market

Prior to PSDF's entry into the skills arena of Punjab, vocational training provision was largely based in the public sector. There were few cost-effective, high-quality training opportunities outside of the public domain. PSDF leverages the private sector training provision market to equip the poor & vulnerable youth of the province with vocational training of the highest quality. This study will provide insights into the macroeconomic impact of PSDF (e.g. overall annual income contribution by PSDF graduates to the workforce), and the organisation's impact on Punjab's training service market (e.g. in terms of emergence of new players, expansion of existing players, increase in overall capacity, etc.).

5. Skills needs assessment of socially marginalised segments in Punjab

PSDF aims to introduce customised course offerings and programme modalities to ensure inclusion of vulnerable groups like women, the disabled, religious minority members and other socially marginalised individuals. The purpose of this study is to conduct a thorough skills needs assessment of these groups to help PSDF design the right programmes.

- a. **Women:** the inclusion of women in skills training and understanding the constraints that they face is central to PSDF's work. Low social mobility of women is a major contributor to their poor access to markets. Women are under-represented in formal work due to gender-specific labour market entry barriers. The consultant will identify demand-driven entry points for women to enter the labour market upon which PSDF can base its programmes. The consultant will also provide a mechanism to ensure that gender considerations are integrated throughout PSDF's planning, operations & programmes.
- b. **Persons with disabilities:** Disability does not necessarily exclude an individual from actively and productively participating in the labour force – whether for wage employment or self-employment. However, often such individuals are neglected and shunned from employment, making them an important vulnerable segment which requires attention. PSDF has not focused exclusively on disability. However, inclusion of the disabled is now more active on PSDF's planning radar; deliberations are ongoing to develop a disability-to-trade-to-skill mapping and to understand how a separate training scheme may be designed to address the

needs of Punjab's disabled. This study will help PSDF design programmes relevant to this group.

- c. People of different faiths, transgender community, etc.: marginalized communities often face limited opportunity in social engagement, education and even employment opportunities. The consultant will help PSDF consider how inclusion of these individuals who may be ensured to gain maximum impact.

6. Identification of employment opportunities and barriers faced by Punjab's low-income women in accessing formal employment in large urban centres

PSDF will invite qualified research firms/consulting firms to conduct a comprehensive study to understand the challenges that low-income urban women face in accessing and sustaining formal employment. It is also critical to learn what kind of trades and skills low-income urban women are interested in learning and the nature of employment opportunities available that will interest them. The study will also explore the industry/employer perspective vis a vis their expectations and challenges in sourcing and retaining female employees.

7. Study for the identification, segmentation and validation of high-potential trades for China-Pakistan Economic Corridor (CPEC) readiness

The purpose of this study is to identify trades in high-growth sectors benefiting from CPEC investment in Pakistan, that offer the best employability outcomes, and for which skilled workers are required in significantly high numbers in the short and medium term.

8. Mapping of the eastern-belt and agri-heartland clusters of PSDF to identify formal and self-employment opportunities in skilled workforce (phase 1)

The purpose of this assignment is to conduct detailed baselining of households and skills mapping in these two underserved clusters to develop informed and relevant skill programmes. Key focus will be agricultural and livestock interventions and allied trades. This study will be conducted in phases:

Phase 1: Mapping exercise conducted in the identified clusters and sectors and required skill demand identified (scheme launched based on initial findings). Timeframe: 5-6 months.

Phase 2: Baseline study completed, particularly for agriculture and livestock, as well as any other identified sectors (scheme Launch for impact assessment). Timeframe: 10-12 months.

Phase 3: Impact analysis conducted. Timeframe: SDP end.

9. Rapid Assessment of Punjab's Technical and Vocational Education and Training (TVET) Programme

Skills development is one of the pillars of GoPb Punjab Growth Strategy 2018 which commits to the training of 2 million youth by 2018. Key public-sector entities involved in skills provision at the provincial level are the Punjab Technical and Vocational Training Authority (P-TEVTA), Punjab Vocational Training Council (PVTC), and the Punjab Skills Development Fund (PSDF). These agencies are the major contributors to 2 million trained youth targets. Prior to scaling up the skills programme, GoPb wishes to analyze past implementation in terms of the relevance and quality of vocational skills training being imparted and produced. A Committee comprising P-TEVTA, PVTC, PSDF, Punjab Skills Development Programme (PSDP) and Punjab Planning & Development Department (P&DD), has been constituted by the GoPb to conduct a rapid assessment of the vocational skills development programme of Punjab through a third-party consulting firm and present recommendations. PSDF is taking the lead in procuring third-party services to conduct this assessment. This study will help us understand the impact of

GoPb strategies for skills development as well as future priorities. The firm will assess P-TEVTA, PVTC and PSDF on the relevance and quality of vocational skills provision.

10. Management of shortlisted pool of curricular experts

PSDF is pre-qualifying a pool of curricular experts based on basic eligibility and evaluation of technical expertise. This shortlisting invitation is open to all trades and will be retained with PSDF, for experts to be called upon whenever a need for curricula-related services arises. The firm will be expected to manage these assignments outsourced to pre-qualified experts.