

PUNJAB SKILLS DEVELOPMENT FUND



TENDER DOCUMENT

HIRING OF CONSULTING FIRM TO DEVELOP SOFT SKILLS TRAINING MODULES AND CONDUCTING TRAINING OF TRAINERS (TOT)

September 2017

Last Date of Submission for Technical Proposal: October 02, 2017 (11:00 AM)

Submission Address

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

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1. Background

Punjab Skills Development Fund (PSDF) has been set up by the Government of the Punjab, Pakistan (GoPb) in partnership with Department for International Development (DFID), UK, for the provision of vocational trainings to the people of Punjab with the aim of improving their prospects of wage and/or self-employment.

PSDF funds vocational skills trainings for the poor and vulnerable population of Punjab. Training providers are engaged through a competitive bidding process on per trainee per month cost basis. These service providers can be private institutes, not-for-profit organizations, public-private partnerships and public institutes across Punjab. Govt. of Punjab, DFID-UK and World Bank are main funding organisations. This funding will be provided for the vocational and technical training of 380,000 individuals for training in all 36 districts of Punjab, till 20121.

2. Invitation to bids

PSDF launch training schemes with focus on purely market based and demand driven trainings to ensure sustainable employment and/or self-employment. Enlisting a wide range of industry based, community driven and institutional trainings to train and develop skilled man power. Soft skills are considered to be a weak area of our trainees and thus we aim to implement a comprehensive training modules of soft skills required for particular trade groups across various sectors. For pilot testing soft skills modules of 6 trade groups of various sectors of the Economy including Construction, Light Engineering, Services, and Textile (for details see attached Appendix 01). These soft skills will be taught by trainers during the core skills training period which ranges from 3 to 6 months duration. The objectives of the consulting assignment are as follow (to be called as soft skills thereafter):

- To do detailed need assessment and identify the required soft skills for a particular Trade Group of Various Sectors and share the findings
- Develop detailed soft skills modules (trainee manual) based upon the initial assessment for each Trade Group.
- Develop Trainer Manual for imparting Soft Skills Modules for each Trade Group.
- Develop assessment and evaluation tools for each Trade Group.
- Conduct Training of Trainers

Training of the instructor is essential component for transmission of required knowledge and skills to trainees. After the development and finalization of Soft Skills Modules, TOT for instructor will be conducted in three major districts of Punjab. The expected number of participants of TOT will be 60 to 80. Expected number of training hours will be as per the suggestion of consultant and approved Soft Skills Modules. This training will enable instructors to develop pedagogy skills and methods of delivering lectures / role plays / other interactive techniques for developing soft skills in trainees and its assessment and evaluation criteria. The average education level of trainees is below Matric, where as that of trainers

are Graduation. Training of Trainers will build a pool of competent instructors who can then impart skills to trainees.

In this regard, the PSDF is seeking a competent and experienced consulting firm to develop soft skills. Consulting firm may hire a consortium partner firm. In case of consortium, consulting firm is required to submit the consortium agreement enlisting the roles and responsibilities of the consortium partner as per the deliverables of the consulting assignment (sample consortium agreement attached as **Appendix 02**).

3. Instructions to Consultancy Firms

PSDF invites technical proposals from consultancy firms. All interested organizations are requested to complete the Annexures given in this document. These annexures cover information/questions on the firm/s profile and relevant experience.

PSDF will adopt two stage bidding procedure as per PSDF Procurement Guidelines. A consultant selection committee will be formed for the assignment. Consultant will be selected based upon quality and cost selection method where 80% weightage goes to quality and 20% to cost.

In first instance, the bidders shall submit a technical proposal as per requirements without quoting price. The technical proposal of the bidders fulfilling the eligibility criteria shall be evaluated in accordance with the specified criteria, and may be discussed with the bidders regarding any deficiencies and unsatisfactory technical features. After such discussions, **if required**, all the eligible bidders shall be permitted to revise their respective technical proposals to meet the requirements. The bidders, whose technical proposals or bids have not been rejected and who are willing to confirm their bids to the revised technical requirements of PSDF, may submit a revised technical proposal.

The revised technical proposal (if required) will be evaluated on the basis of evaluation criteria and qualified bidders will be asked to submit the financial proposal. Proposals scoring highest score based upon quality and cost based selection will be shortlisted. Financial Bids will be opened for those Proposals who achieve 65% or above marks.

4. Conditions for Eligibility (Qualification Criteria)

The firm fulfilling the criteria provided below will be considered as eligible firm for the bidding.

- i. Must be registered for having legal status.
- ii. Must have NTN or FTN.
- iii. Must be a firm having at least 4 years of Consultancy experience.
- iv. Must have a minimum of PKR 15 Million of annual turnover as per last financial statements/ Income Tax return filed last year with FBR (which show the annual turnover in tax returns)/Bank Statement.
- v. Must have at least five permanent management staff members on payroll.

- vi. Must share CV and undertaking of personals which should include Team leader, at least three Task Managers (as per defined Sectors), one Master Trainer and one Module Development Expert for this project. The assigned staff members are not subject to change.
- vii. In case of forming consortium partner, must fill and share consortium agreement.
- viii. Must not be blacklisted by any government or bi-lateral/multi-lateral financial institution.
- ix. Must not be a shortlisted applicant for the training provision under any of the PSDF sponsored training scheme.

Note:

- a) Team Lead must be the Permanent Employee of the Organization.
- b) Task Manager of Sectors may be individual consultant.
- c) Master Trainer and Module Development Expert may be hired individual consultant or hired through consortium partner.

Kindly fill the following necessary annexures required for the above qualification criteria and attach the supporting documentary evidences as mentioned in each annexure;

Annexure – 01 Sector & Trade Groups

Annexure -- 02 Consortium Agreement

Annexure – A: Consulting Firm Information

Annexure – B: Eligibility Response Checklist

Annexure – C: Relevant Experience of consulting Firm (Specially w.r.t Soft Skills Module Development (Preferably for Blue Collar Workers), attach any sample modules developed previously

Annexure – D: Project Team Profile

Annexure – E: Technical Evaluation Criteria

Annexure – F: Document checklist before submission

And also sign the declaration form at the end of document and attach with your other documents.

5. Terms of Reference

5.1 Training Need Assessment:

A detailed need assessment will be conducted to review the soft skill requirements for a self-contained soft skills module in terms of Trade Groups of various Sectors, target population and job needs. The consulting firm will analyze the specific trade groups Mentioned in Annexure 01 within Construction, Light Engineering, Service and Textile Sectors. The trades are just for the reference for the bidding organization. The bidding organizations may propose a different methodology such as only one soft skill module of each sector or different soft skills modules for different trade groups in a sector. Training need assessment will define in detail our future approach. This will culminate in a

report on the requirements for soft skills and our future approach. It is expected that the consulting firm will also study the prevalent core skills curricula and provide the methodology to include soft skills in core skills training.

A Comprehensive need assessment will culminate in development of **modules** of reasonable duration along with its materials which will include:

- Need assessment outcome
- Trainee resources (Trainee Manual)
 - A detail trainee study material
- Teacher Learning Resources (Trainer Manual)
 - Lesson plans
 - Training methodology
 - Teaching aids and materials
 - Exercises
 - Trainee assessment sheets
- Assessment materials
 - Internal assessment plan (i.e. criteria, tasks, tools and assessor's manual with defined documents which can be checked by the monitors), this will be part of trainer manual
 - External assessment plan (testing mechanism and methodology)
- Implementation resources
 - Implementation and M&E plan
 - Quality Assurance tools

Few other general requirements are as follows:

- ❖ To closely coordinate with PSDF and its management through relevant staff in the said target area.
- ❖ Assessment reports, training reports, trainer manual, module development methodology, videos, role plays, TOT attendance (training form) sheets would be shared with PSDF in hard and soft form and will be proprietary right of PSDF.
- ❖ To conduct training of trainers and ensure participatory approach of learning during the course of training. PSDF will bear the cost of arrangements for the TOT session.
- ❖ A batch of 20-25 participants for one training session, trainings hours will depend upon TNA outcome. Depending upon TNA report multiple batches of TOT can be conducted for selected trade group.

- ❖ Modules will be shared with PSDF in book printable form in softcopy in both English and Urdu languages, this will be property of PSDF and cannot be reproduced or shared without our knowledge.
- ❖ The course will be learner oriented and activity based rather than theoretical.

5.2 Activities:

Although the consulting firm is at liberty to propose their own work methodology, they are expected (but not limited to) to cover the following activities/areas:

<p>Activity 1 TNA and Diagnostics</p> <p>The consulting firm will conduct a Training Need Assessment (TNA) by conducting research and industry engagement to determine the particular needs of employers and learners in the target group. Develop goals and measurable learning objectives. Deficits in knowledge, attitude or skills that currently exist in training will be defined along with the best approach to pedagogically address these deficits.</p> <p>The choice of which soft skills to focus on should be shortlisted by target group's knowledge and its social and behavioral skill constraints according to job requirements. The consulting firm may also use its prior knowledge and experience in recommending the behavioral and competency requirements of the soft skills in addition to the outcomes of the TNA.</p> <p>This will help prioritize which job-specific soft skills best fit PSDF's target group across the defined Sectors. The needs of a varied group of trainees (by trade, age, gender, education level) will be assessed as well as those of the employers who stand to utilize the talent emerging out of PSDF's interventions.</p> <p>Industry engagement is crucial for this assignment. It is duty of consultant to contact minimum 5 employers per sector with geographical spread of at least 5 districts for conducting need assessment. The information of employers will be shared with PSDF prior to meeting for approval. The consulting firm will meet with employers of relevant fields to assess their needs for soft skills in detail. In doing so the consultant will also clearly define what any given soft skill means in different work contexts and trade groups. This will entail time spent serving workers in the roles that we are training for (beyond interviewing employers). At the end of need assessment, a detail of trade group wise required skills with respect to job demand will be listed.</p>
<p>Activity 2 Soft Skills Modules Design</p>

The consulting firm will conduct a technical review of the prevalent trade group specific local and international soft skills modules and curricula to accumulate learning. It will be ensured that the information collected through need analysis is used to develop detailed modules.

The firm will create a catalogue of skills, competencies and objectives comprising specific measurable knowledge, skill levels and attitudes. In 'Module Design' the firm would create the rest of the materials/deliverables for the soft skills modules w.r.t trade groups incorporating the following factors:

- Behavioral & Competency based soft skills
- Detailed lesson plans with clear learning outcomes
- Ensure the content is relevant to current trade group needs
- The module should be designed to be interactive and experiential
- Should include all the required materials, methodology etc
- Should be based on active participation and cooperative learning because soft skills need to be practiced and to be learned

The Soft Skills Modules will be developed in English as well as in Urdu. Module development is the most crucial part of this assignment and carries the most weightage. The modules themselves need to be very rich and detailed, covering each and every element that needs to be covered in class and practically.

These Soft Skills Modules would be a book for trainees with all learning needs/aids along with detailed explanation and meaning. This needs to be interactive and explanatory. So if trainees refer to Module later they are able to understand and revise each and every concept. So the modules need to be rich and self-explanatory.

Activity 3 Trainer Manual

The consultant will develop educational strategies, entailing a plan for how to maximise the impact of the modules i.e. which content should be included, how content should be organized and with which educational methods, and what kind of educational environment should be delivered. The trainer manuals will be a bible for trainer, listing each and every learning need to be taught in class. Along with all teaching methodology, exercises, class plan etc means how each and every step a trainer has to go through and take with respect to the Trainee Soft Skills Modules. Each trainer manual would be developed in context of Trainee Soft Skills Modules as per selected trade groups of the various Sectors.

As a deliverable, the consultant would list the individual sessions comprising the module along with their individual learning objectives, session lengths, and a brief description of what would happen in each session. A detailed module that will help trainer in future to train the trainees, it should cover all the lesson plans, teaching aids, teaching examples, resources, role plans, exercises to help instructors for conducting the sessions.

A plan and resource guide for faculty/trainer development will be laid down to assure consistent implementation. Qualification, knowledge and experience of trainers and teachers are to be defined clearly. The implementation plan will specify the characteristics of trainers based on what is appropriate in the local context and for the specific target group, considering attributes like qualifications and desired experience of the trainers. The timeline for periodic refresher trainings to familiarize trainers with the

content of the soft skills modules and strengthen their capacity, will also be outlined.

Activity 4 Implementation and TOT Plan

The consultant will develop a plan for implementation of the module which will include timelines and resources required.

- a) *Training modality:* the consultant will provide recommendations with concrete justifications about the timing and pace of imparting the soft skills module i.e. whether it will run before or after the core (technical) skills training or be interspersed within the core skills courses. Administrative features like intensity (e.g. once a week, on weekends), duration of lessons, teacher-student ratio, teaching method (e.g. teacher-centered, student-centered), and connections to any specific technical skills lessons will also be detailed.
- b) *Assessment, testing and certification:* the consultant will build assessment elements into the soft skills modules and develop assessment requirements and marking criteria to judge whether competency has been achieved. Clear pathway for external assessment, post-training testing and certification or accreditation will also be defined. Both mid-term and final assessment plan should be defined in detail. Assessment sheets and methodology should be laid down along with its objective.

Activity 5 Training of Trainers

Before PSDF embarks on large-scale implementation of the modules, the modules will be pilot tested for efficacy and modifications will be made as needed. This pilot will be implemented on a limited number of trainers 60-80 participants undergoing TOT. A pre-test and post-test will be developed and administered on these trainers. The consultant will generate a plan and share with PSDF for the monitoring and evaluation purpose. This will include details of how and when TOT will be conducted. The TOT sessions for instructors along with all teaching and learning aids used during the sessions will be shared with PSDF also.

Activity 6 Post-Training of Trainers sessions and finalization of Soft Skills Modules

Following the findings of the Training of Trainers, the consultant will make necessary amendments in the Soft Skills Trainee module and share the final version with PSDF.

5.3 Expected Outputs from Consultancy Firm

The Consultancy firm will be required to provide the following outputs:

- i. An inception report including work plan at the end of the inception period (one week) addressing the purpose including a plan on how to proceed with the assignment.
- ii. Finding of Training Need assessment in the form of Presentation followed by written report by the end of 3rd Week along with TNA details. Consultancy firm is bound to contact at least 5 employers per Sector for need assessment. Geographical spread should also be from 5 Different Districts.
- iii. Draft required Soft Skills Modules 6th Week after signing of Contract.

- iv. Printable Booklet Version (Urdu & English) of Trade Group Specific Soft Skills Modules on the 8th Week after signing of contract.
- v. Draft Trainer Modules of each trade groups in line with the Soft Skills Modules covering the Competency & Behavioral or any other aspect in 9th Week.
- vi. Printable Booklet Version (Urdu & English) of Trainer Modules/Manuals on the 10th Week after Contract signing.
- vii. Detailed Assessment and Evaluation manuals, along with rational against the assessment concepts. Soft Skills Assessment Methodology & Assessment Sheet with respect to trade group and final report on the 12th Week after contract Signing.
- viii. Conducting Training of Trainers Sessions. TOT final dates will be agreed with consent of PSDF and consulting firm before the initiation of Classes.

5.4 Instruction to Firm:

- a. The Consulting Firm must not be providing any assistance to any other person/entity in conflict with 'PSDF' to avoid any sort of conflict of interest.
- b. The consulting firm will be required to complete the assignment (excluding the TOT) within the Period of 90 calendar days. The services of the consulting firm may be extended for further development of soft skills module in other trades in same or other sector based upon the performance.
- c. All direct & indirect taxes will be deducted in accordance with the provisions of Government Rules amended time to time.
- d. Successful Consulting Firm will sign a service contract and will provide the agreed services within the stipulated agreed time of issuance. While delay in providing services, a penalty may be imposed.
- e. If the firm completely fails to provide the services within prescribed period of service delivery and doesn't comply with the reminders, in such case Consulting Firm may be put to relevant authorities to declare the Firm as "Black Listed".
- f. Payment of consulting services will be made on the satisfactory completion of services as per agreed deliverables.
- g. The Consulting Firm must respond efficiently for providing services in an agreed timely manner.
- h. In case of any dispute regarding services; the decision of the PSDF shall be final & binding.

5.5 Duration of assignment:

It is envisaged that assignment will take approximately 90 days, excluding TOT. TOT sessions will be conducted before start of training classes (the duration of TOT may vary and will be agreed with the final firm, TNA Results, and Length of Soft Skills Modules).

Consultancy Firm is supposed to complete its work within agreed time frame. PSDF will monitor the progress closely. After training need assessment, a detailed module in English and Urdu will be developed. Based upon this module a TOT session of 60-80 instructors will be conducted. Duration of project will be divided into following two phases:

- Training need assessment, Soft Skills Modules development, Trainer Manuals Development, Assessment and Evaluation methodology etc 90 Calendar day
- Conducting Training of Trainer 1-2 weeks

In case an organisation fails to implement the project in agreed time frame or delays are observed, PSDF have right to terminate its contract with immediate effect without giving any notice.

6. Approval process

PSDF will form a committee consisting of PSDF members, Training Service Providers and Industry experts who will approve all the deliverable and then payments will be made accordingly. The module and associated documents will be reviewed and approved by the Committee. The composition of this Committee will be communicated to the Consultant at the time of award of contract.

7. Guidelines

- a) Only short-listed firms fulfilling the eligibility criteria will be considered for revised technical proposal (if required).
- b) All documents and information received by PSDF from applicants will be treated in strict confidence.
- c) Documents submitted to PSDF will not be returned.
- d) All expenses related to participation in this tender document shall be borne by the applicants.
- e) Documents shall be submitted in a sealed envelope marked as “TECHNICAL PROPOSAL” as hard copy in a sealed envelope for ‘Hiring of Consultant to Develop Soft Skills Modules and Conducting of Training of Trainers ToT’. Technical proposal must also be provided in soft form in a flash drive (USB). The envelope containing hard and soft copy of technical proposal shall be received on the postal address given below.
- f) Technical proposals received thereafter will not be accepted.
- g) PSDF reserves the right to request submission of additional information from applicants in order to clarify any aspects of technical proposal, if required.
- h) PSDF reserves the right to verify any information provided by the applicants.

- i) The competent authority may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The procuring agency shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds.
- j) Questions about this technical proposal can be made only in writing: a letter or an e-mail and must be asked by or before COB **25th September, 2017**. For any other related information please contact the undersigned.

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Lahore, Pakistan
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8. Technical Proposal

This tender document is governed by the procedure approved by PSDF. The technical proposal of eligible organizations will be evaluated using the scoring guide.

Technical proposal should contain following and any additional information and **copies of all required documents** should be attached in technical proposal for evaluation.

I. Firm Profile

Please provide detail information regarding firm and its corporate profile. Please use ANNEXURE-A for providing firm's information.

II. Relevant experience of Firm

Please provide detailed information on at least Three' same/similar consultancy assignments locally/ internationally in context of the Scope of work of this assignment in which the firm was engaged. Please attach any sample modules prepared previously. Please use Form in ANNEXURE – C for each of the 'Three' assignments' information.

III. Key Team Members for Assignment

Please use ANNEXURE – D to provide information for the Proposed Team staff who will be engaged in assignment. One Team Lead, at least 3 Task Managers (with respect to sectors), 1 Module Development Expert and 1 Master Trainer. Please attach their CVs as the format in ANNEXURE – D. A detailed information for:

- Number and detail of full time staff allocated to the Project

- Relevant qualifications and experience of the Project team related to the Scope of Work defined in the TOR
- Detailed resource plan linked with the work plan and the number of hours/ days dedicated by each project team members to the Projects in its different phases

IV. Innovative Ideas

Please list the top five innovative ideas/ steps to solve this assignment (if any). Specify how will you implement those ideas. Use separate sheets to list down ideas.

V. Challenges and Reviews

Challenges and reviews will be marked based on their importance of challenges and quality of their mitigation plan. Please list down top five. They will be marked based upon importance and solution guide. Use separate sheets to list down ideas.

Proposed approach and methodology

Please describe the objectives of this task through proposed approach and methodology. Technical approach, methodology and work plan are key components of the Technical Proposal. It is suggested to present your Technical Proposal divided into the following chapters:

- a) Technical Approach and Methodology
- b) Work Plan

VI. Technical Approach and Methodology

In this chapter you should explain your understanding of the objectives and scope of job/TORs of the assignment, approach to provide these services, and methodology for carrying out the assignment. You may highlight the problems being anticipated by you in this assignment and their importance and explain the technical approach you would adopt to address them. You may also be invited for a presentation on your proposed methodology.

VII. Work Plan

In this chapter you should propose your work plan against the main activities of the assignment, their content and estimated duration, describing phasing and interrelations and milestones. The proposed work plan should be consistent with the technical approach and methodology, showing clear understanding of the TORs and ability to translate them into a deliverable working plan. A detailed work plan along with allocated hours for each Team member against their duties should be submitted. Also define role of each team member allocated for the consulting assignment.

9. Type of Contract & Payment

Contract will be a time bound task base that includes but not limited to the scope of job and terms of references and any out of pocket expenses, where required. Contract will be valid for 90 days from date of signing of contract. Contract may be extended for another term based on same cost and same terms & conditions mutually agreed by both parties (bidder and PSDF). The extension of the contract may be to train additional number of trainers for upcoming batches. Payment will be made stepwise on completion of following deliverables:

❖ Need Assessment and methodology sharing with PSDF	10%
❖ Trainee Soft Skills Modules Development of all Trade Groups	30%
❖ Trainer Manuals of all Trade Groups	20%
❖ Development of Assessment tools & Methodology	20%
❖ After Conducting Training of Trainers	20%

10. Performance Criteria

Key Performance indicators will be agreed between both parties as approved by the PSDF. The Key Performance indicators may consist of but not limited to;

- Outcome of Training Need Assessment
- Trainee Soft Skills Modules
- Trainer Manuals
- Successful Conduction of TOT session
- Evaluation and assessment Modules

The contract will be signed initially for a period of 1 year and after successful achievement of agreed KPIs a final long term contract may be signed where consulting firm will be conducting TOT for upcoming batches of Trainers.

11. Capacity Building Conference

A Capacity Building Conference will be conducted on **19th September, 2017 at 2:00 PM** in PSDF office for clarification of queries and more understating of the project.

12. Declaration

Kindly provide the declaration as per format provided below at the end of proposal.

I, _____ hereby declare that:

- all the information provided in the technical proposal is correct in all manners and respects
- and I am duly authorize by the Governing body/Board/Management to submit this proposal on behalf of "[Click here and type the name of organization]"

Name	
Designation	
Signature	
Date and Place	

13. Submission of Technical Proposal

Complete bid containing all required information & documentary evidences may be delivered to

Chief Executive Officer, Punjab Skill Development Fund
21/A, H-Block, Dr Mateen Fatima Road
Lahore, Pakistan

Must be submitted before **11:00 AM on October 02, 2017**. Technical Proposal Will be Opened on same day i.e.October 02, 2017 at 12:30 PM.

Cover Letter for the Submission of Technical Proposal

[To be printed on Firm letterhead]

[Date]

To
Chief Executive Officer
Punjab Skills Development Fund
21/A, H-Block, Dr Mateen Fatima Road, Gulberg 2,
Lahore

Re: “Hiring of Consulting Firm to Develop Soft Skills Training Modules and Conducting Training of Trainers ToT”

Dear Sir,

We offer to provide the Services for [Insert title of assignment] in accordance with your Tender for Proposal dated [Insert Date of Tender advertised]. We hereby submit our technical Proposal including the required documents in a sealed envelope.

We hereby declare that all the information and statements made in these proposals are true and accept that any misinterpretation contained therein may lead to our disqualification. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations. We undertake that we will initiate the services as per the client’s request if our proposal is accepted. We understand that you are not bound to accept any or all proposals you receive.

Thank you.

Yours sincerely,

Signature

Name and title of signatory:

Important Note: The competent authority 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 Consultancy firm, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds. The bids should be submitted in sealed

envelope clearly mentioned “Hiring of Consulting Firm to Develop Soft Skills Training Modules and Conducting of Training of Trainers ToT”.

Annexure – 01 “Sectors and Trade Groups”

Sector	Trade Group	Proposed Trades (Courses)
Services	Cooking & Baking	Cook, Chef, Baking, Professional Cook, Food & Beverage, Cooking & Culinary Arts
Services	Customer Care Service	Restaurant Manager, Customer Service , Food & Beverage Service, Salesmanship, Exhibition & Event Management, Call Center Agent, Receptionist, Beautician.
Textile	Stitching Machine Operator	Industrial Stitching Machine Operator, Sportswear wear Stitcher, Leather Garment Stitcher, Knitting Machine Operator, Tailoring
Textile	Fashion Designing, Dress Making and Quality Assurance	Fashion Designing, Dress Making, Fabric Quality Inspector, Apparel Supervisor, Fabric Expert Dying, cutting & Finishing Expert
Construction	Surveyor & Safety Inspector	Civil Surveyor, Quantity Surveyor, Safety Inspector
Light Engineering	Electrician & Technician	Electrician, Building Electrician, Industrial Electrician, Home Appliance Repair, HVACR, Electronic Equipment Repair

Annexure 02 "Consortium Agreement"

(To be printed on Rs. 200/- Stamp Paper duly attested by Oath Commissioner)

THIS DEED OF CONSORTIUM AGREEMENT (hereinafter referred to as the "Agreement") is made at *[name of city]* on this _____ day of *[month]* 2017.

BY

1. **M/s *[name of Consulting Firm]***, having its Principal office at *[address of organization, city]*, through *[name and designation of head of organization]* (hereinafter referred to as the Consulting Firm)

AND

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

IN FAVOUR OF

Punjab Skills Development Fund, having its Principal office at 21-A, Dr Mateen Fatima Road, Gulberg II, Lahore (hereinafter referred to as the "**PSDF**" which expression where the context so admits or requires shall mean and be deemed to include its successors, executors, and assigns).

WHEREAS the Consortium Partners have formed a Consortium for the purpose of providing service for the consulting assignment 'To Develop Soft Skills Module and conducting training of trainers' with the funding of PSDF and their mutually agreed responsibilities as stated below are binding on them;

RESPONSIBILITIES OF LEAD ORGANIZATION

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

RESPONSIBILITIES OF CONSORTIUM PARTNER

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

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

1. That Consortium shall have joint and several liabilities in respect of the PSDF's obligations under the Services Provision Contract.
2. That *[name and designation of authorized representative of Consulting Firm (Lead Organization)]* is the authorized person to sign contracts, correspond and other documents with PSDF.

3. That in case Consortium partner leaves the Consortium, the Lead Organization shall immediately inform PSDF
4. That Consortium hereby holds the PSDF indemnified and harmless in case of any loss occurred due to any act of the Consortium.

Consulting Firm (Lead Organization)

Signature: _____

Name: _____

Designation: _____

Contact No: _____

Address: _____

CNIC No. _____

Consortium Partner

Signature: _____

Name: _____

Designation: _____

Contact No: _____

Address: _____

CNIC No. _____

Witnesses 1:

Name: _____

Address: _____

CNIC No. _____

Witnesses 2:

Name: _____

Address: _____

CNIC No. _____

Annexure – A “Consulting Firm Information”

Firm Profile			
S #	Required Information	Response	
1	Legal name of the Consulting Firm		
2	Year of Registration / Establishment		
3	National Tax Number/ Free Tax Number		
4	Core business area/s of the organization		
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	
		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 Response Checklist”

Sr. No.	Necessary Eligibility Information	Response/Elaboration			
1	Mention the name of Registration Authority/s under which organisation/firm is registered and provide a copy of proof of registration to prove legal identity of your firm.	Name of Authority			
			Copy Attached		
			Copy Not Attached		
2	Do you have at least 15 Million of Annual Turnover of Last Year.		Yes		
	Attached last year’s financial Statement / bank statement/ Income Tax Return showing Minimum PKR 15 Million of annual turnover of last Year		No		
			Copy Attached		
			Copy Not Attached		
3	Do you have at least 4 years of Consultancy Experience?		Yes		
			No		
4	Was your firm ever blacklisted by any government authority or any bi-lateral/multi-lateral financial or other institution?		We solemnly declare that our organization or any member of consortium has never been suspended/debarred or blacklisted.		
5	Do you have at least 5 Management Staff on the pay roll of your Firm?		Yes		
			No		
		In case of Yes, Specify the Details of Management Team	Name	Designation	Date of Joining

6	Should not be a shortlisted applicant for the training provision or for provision of any other services under any of the PSDF sponsored scheme/programmes		Yes
			No

Annexure - C “Relevant Experience of Consulting Firm”

(Provide Documentary Evidence)

Relevant Experience (Project Sheet 1¹)			
Sr. #	Required Information	Response (Please provide exact information with project title, location/s and duration)	
1	Project Title and duration (The project title means the actual name of the project)		
2	Please elaborate Consulting Firms role in relevant consultancy assignments	Attach separate Page	
3	Duration of Consultancy Assignment		
4	Location/s Country / districts		
5	Please specify the magnitude of project	Relevant Indicator	Value

Copy the above table for another response.

¹Please mark the other two sheets (if filling) as Project Sheet 2 and Sheet 3 respectively.

Annexure - D “Key Team Members”

CURRICULUM VITAE (CV)

Position Title and No.	(e.g. Team Lead, Task Manager for Textile Sector etc)
Name of Expert:	(Insert full name)
Date of Birth:	(day/month/year)
Country of Citizenship/Residence	

Education: (List college/university or other specialized education, giving names of educational institutes, dates attended, degree(s)/ diploma(s) obtained)

Employment record relevant to the assignment: (Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.)

Period	Employing organization and your title/ position. Contact info for references	Country	Summary of activities performed relevant to the TORs of this Assignment
(e.g., May, 2005-present)	(e.g., Ministry of....., advisor/ consultant to..... For references: Tel...../ e-mail.....; Mr. Hbbbbbb, dupty minister)		

Membership in professional Associations and Publications:

Adequacy for the Assignment:

Detailed Tasks to be Assigned	Reference to Prior Work/ Assignments that Best Illustrates Capability to Handle the Assigned tasks
(List all deliverables/tasks as per TORS in which the Team Lead / Expert will be involved)	

Contact information: (email..... phone.....)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation describes herein may lead to my disqualification or dismissal by the client.

Name	Signature	Date(d/m/y)
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Name of authorized Representative of the Consulting Firm (the same who signs the Proposal)	Signature	Date(d/m/y)
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Annexure – E “Technical Evaluation Criteria”

Sr. No.	Category	Marks
1	Relevant Experience	20
2	Approach and Methodology	25
3	Work plan (Practicality and time management plans)	10
4	Project Team Profile	30
5	Innovative Idea and Challenges & Reviews	15
Total		100

❖ **Qualifying Marks for Technical Proposal is 65% and Above.**

Annexure –F “Document checklist before submission”

Sr. No	Required Documents	Checkbox
1	Copy/Proof of Registration/s enclosed	<input type="checkbox"/>
2	Last years audited financial statements/Bank Statement/ Income Tax Return	<input type="checkbox"/>
3	Undertaking of not being blacklisted	<input type="checkbox"/>
4	Copy of National Tax Number	<input type="checkbox"/>
6	Any additional document attached, required for technical scoring please attach.	<input type="checkbox"/>
7	Consortium Agreement (in case of forming consortium partner)	<input type="checkbox"/>
8	CVs of Team for Consulting Assignment	<input type="checkbox"/>

Undertaking: Information provided above is correct and I am willing to offer my services for the assignment mentioned above.

Name of person with signatures _____