

PUNJAB SKILLS DEVELOPMENT FUND

INVITATION FOR EXPRESSION OF INTEREST (EOI) FOR PRE-QUALIFICATION

**HIRING OF A FIRM / COMPANY TO EVALUATE THE
EFFECTIVENESS OF WOMEN TRAINING IN LIVESTOCK
MANAGEMENT SCHEME - 2022**

December 2023



Submission Date for EOI Document: December 14 , 2023, on or before 03:00 PM

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1) **Background**

Punjab Skills Development Fund (PSDF) is the largest skills development fund in Pakistan. PSDF was established in 2010 as a not-for-profit company set up under the Companies Ordinance 1984 by the Government of Punjab (GoPb). PSDF offers quality demand driven skills training to vulnerable and poor youth of Punjab helping them to create sustainable income generation opportunities in Pakistan and beyond.

2) **Invitation for Expression of Interest**

PSDF is soliciting Expression of Interest from consulting firms / companies **“To Evaluate The Effectiveness of Women Training In Livestock Management Scheme - 2022”**. In this regard, the consulting firm / company will be required to provide the Services as mentioned in the terms of reference.

Sr. No.	Description	Procurement No.	Total Tenure of Contract	Applications Submission Deadline (Date & Time)	Applications Opening Date & Time	Estimated Cost
1	Hiring of a Firm / Company to Evaluate Effectiveness of Women Training in Livestock Management Scheme - 2022	49/SYIG/PSDF/ WTLM	6 months (excluding client's review)	December 14, 2023 on or before 03:00 PM	December 14, 2023 at 03:30 PM	PKR 10 Million

Invitation for Expression of Interest for Prequalification of Firm / Company to Evaluate the Effectiveness of Women Training in Livestock Management Scheme - 2022

Punjab Skills Development Fund (PSDF) is the largest skills development fund in Pakistan established in 2010 as a not-for-profit company by the Government of Punjab (GoPb).

PSDF invites Applications from tax registered firms / companies against the above-mentioned consultancy services. The interested firms / companies can obtain the Prequalification Document containing all details and shortlisting criteria and terms & conditions from PSDF e-tendering portal (<https://etender.psdf.org.pk/esop/guest/go/public/opportunity/current>) and PPRA website (www.ppra.punjab.gov.pk).

For further details and terms of reference, please visit:

- etender.psdf.org.pk/esop/guest/go/public/opportunity/current
- PPRA website ppra.punjab.gov.pk

Important Information:

- Follow instructions on etender.psdf.org.pk
- Bids submitted only through E-Tender Portal shall be accepted while submission by other means shall be rejected.
- The bidding procedure shall be governed strictly in accordance with the Punjab Procurement Rules 2014 through national competitive bidding procedure.

Procurement Department, Punjab Skills Development Fund
21 A, H-Block, Dr. Mateen Fatima Road, Gulberg II, Lahore, Pakistan.
UAN: 042-111-11-PSDF(7733) | Toll Free:0800-48627 (HUNAR) | Website: psdf.org.pk

a) Eligibility Conditions

- i. Evidence of the entity i.e., firm / company's registration / incorporation is required. (Please attach copy of certificate of incorporation / company registration certificate / firm registration certificate.)
- ii. Must be an active taxpayer in Federal Board of Revenue (FBR). (Provide active Taxpayer Evidence.)
- iii. Firm / company must be registered with the Punjab Revenue Authority (PRA) (if already not registered with PRA, then, if awarded the work, the firm / company will have to get registered with PRA before signing of contract. (Please provide PRA registration certificate or undertaking on firm / company letterhead for registration before signing the contract (if already not registered)).
- iv. Provide document for Non – Blacklisting declaring that the firm / company is not blacklisted by any Government agency / semi - government/ authority/ organization (as per Template attached as **Annexure - G**). (Please attach copy of Affidavit on stamp paper (duly attested by oath commissioner) of not less than value of PKR.100 on e-tender and original must be delivered to PSDF office as per the mentioned address before the closing date and time of the bid as per given template in **Annexure – G**).
- v. Firm / Company should have minimum 5 years of professional experience. (Attach certificate of incorporation / company registration certificate / firm registration certificate.)

b) Other Necessary Information

i. Expression of Interest Document

The Interested firm / company can obtain EOI Document containing all details, shortlisting criteria and terms & conditions, from PSDF website (etender.psdof.org.pk/esop/guest/go/public/opportunity/current) and PPRA website (www.ppra.punjab.gov.pk).

ii. Acceptance or Rejection of EOI Application

The competent authority may reject EOI application at any time prior to the issuance of Request for Proposal (RFP). The procuring agency shall upon request communicate to any interested consulting firm / company the grounds for its rejection of application but shall not be required to justify those grounds.

3) Time Schedule for Submission of EOI Application

Complete EOI for prequalification containing all required information & documentary evidence must be submitted on the e-tendering portal before closing dated i.e., **December 14 , 2023, at 03:00 PM**. Expression of Interest shall be publicly opened on the same day **December 14 , 2023, at 03:30 PM** in the presence of applicant's representatives who wish to attend it. EOI Document submitted through E-Tender shall be accepted, **whereas by-hand/hard copies submission is not allowed and shall be rejected**.

Kindly fill the following necessary annexures required for the qualification criteria and attach the supporting documentary evidence as mentioned in each annexure:

Annex – A:	Firm / company Information
Annex – B:	Eligibility Response Checklist
Annex – C:	Technical Evaluation Criteria
Annex – C-1:	Key Management Staff of the Firm / Company
Annex – C-2:	CVs of Proposed Key Management
Annex – D:	Similar Experience of the Firm / company
Annex – E:	Cover Letter for the Submission of Expression of Interest
Annex – F:	Declaration of Correctness of Information
Annex – G:	Affidavit for Non – Blacklisting

4) Instruction & Guidelines for Consulting Firms / Companies

- a) PSDF wishes to shortlist the interested firms / companies through the Expression of Interest for prequalification process, and only short - listed firm(s) / company(s) will be invited to submit Technical and Financial Proposals through Request for Proposal (RFP). Quality and Cost based method will be adopted for the selection of firm/ company at RFP stage.
- b) All documents and information received by PSDF from applicants will be treated as strictly confidential.
- c) All expenses related to participation in this process shall be borne by the firm / companies.
- d) Expression of Interest received after closing time shall not be accepted and will be returned without opening.
- e) PSDF reserves the right to request submission of additional information from applicants to clarify/ further understand, if required.
- f) PSDF reserves the right to verify any information provided by prospective applicants. **False information will lead to disqualification and the organization will be barred for bidding in PSDF schemes/projects.**
- g) Joint venture of any kind is not allowed to participate in the bid.
- h) PSDF will notify the short-listed consulting firms / companies (**found eligible and scoring minimum 65 marks in their technical evaluation**) and request for proposal (RFP) document will be issued to them accordingly.
- i) Any clarification requests may be made in writing through e-tender (etender.psd.org.pk/esop/guest/go/public/opportunity/current) by **December 07 , 2023 before**

5:00 Pm.

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

5) **Terms of Reference, Duties and Responsibilities of Consulting Firm / Company**

5.1 Women Training in Livestock Management Scheme

The Women Training in Livestock Management (WTLM) scheme aims to empower rural women by providing them with knowledge and skills in livestock management to enhance their income and livelihoods. The training program covers various aspects of livestock management, including animal nutrition, health, breeding, and marketing.

5.2 Evaluate Effectiveness of WTLM Scheme 2022

PSDF aims to assess the effectiveness of the WTLM Scheme 2022 by evaluating the quality and relevance of the training provided by the delivery partners, as well as the acquisition of knowledge related to animal diseases, their prevention, and good animal management practices. The assessment will also identify key challenges faced by female trainees in livestock management. The insights and findings from this assessment will be used to improve program design and targeting strategies going forward.

5.3 Study Objectives

PSDF aims to assess the effectiveness of WTLM Scheme 2022 through the following objectives:

- Evaluate the quality and relevance of the training provided by the program's delivery partners.
- Examine the extent to which participants have acquired knowledge related to animal diseases, their prevention, and good animal management practices through the program.
- Assess the value addition provided by PSDF training by conducting a survey among women who did not participate in the Women Training in Livestock Management Scheme. This evaluation will involve gauging their knowledge levels, allowing for a meaningful comparison with WTLM-trained women.
- Identify and analyze key challenges faced by participants and program implementers in the context of livestock management, emphasizing specific obstacles or issues that may hinder program success.
- Provide evidence-based recommendations for necessary changes in the program's curricula and execution to enhance the quality and effectiveness of future training schemes, with a focus on improving participant learning outcomes and addressing identified challenges.

5.4 In addition to the above, the results of the study will help PSDF:

- Identify key aspects of livestock management (imperative for success) and ensure reflection of the same in future program designs for women dedicated schemes.
- Improve its targeting strategy and the mobilization efforts to target training for motivated female graduates and create enabling factors to help them enter employment or create self-sustaining income opportunities for themselves.
- Identify areas for improvement based on women graduates' perceptions of PSDF training in terms of flexibility in timings, training duration, access to training center, transportation, and stipend.
- Identify similar new trades which women are interested in and where a gap exists, especially post-COVID-19 pandemic.
- Identify and explore new avenues of providing women access to the market to enhance market linkages.
- Identify the appropriate combination ratio for classroom vs practical demonstration period and total duration for the modular training programs for rural women.

5.5 Study Design and Methodology

The study will use a mixed-methods approach, consisting of both quantitative and qualitative data collection methods. Quantitative data will be collected through survey of women who participated in the training program and as well as group of women who did not participate in the training program. Qualitative data will be collected through focus group discussions with trainers, program coordinators and other stakeholders involved in the implementation of the program.

Customized data collection tools such as questionnaires will be developed and designed for respondents, reflecting the above-mentioned objectives.

5.6 Study methods & data collection instruments

- Develop a list of indicators/variables of the survey instrument for the WTLM graduates and non-PSDF graduates.
- Finalize the survey instrument (questionnaires) in consultation with PSDF for each respondent category.
- Translation of questionnaires into Urdu language after signing off from PSDF.

5.7 Population Details:

Cluster	Districts included in the cluster	No. of Female trainees trained
Agri Belt	Chiniot, Toba Tek Singh, Kasur, Okara, Pak Pattan, Sahiwal, Jhang, Sargodha	2,340
Central Punjab	Hafizabad, Nanakana Sahib, Sheikhpura, Mandi Bahauddin, Gujrat, Sialkot, Narowal	2,146
South and Southwestern Belt	Bhakkar, Mainwali, Layyah, Dera Ghazi Khan, Rajanpur	1,645
South Belt	Khanewal, Vehari, Rahim Yar Khan	1,012
North Belt	Khusab, Attock, Chakwal, Jhelum	1,386
Total	27 districts	8,529

**Please Note: Sample size w.r.t geographical spread will be shared in the RFP.*

5.8 Pilot Testing

Survey instruments of the respondents shall be tested during the pilot test survey. A pilot survey report to be submitted to PSDF.

5.9 Data Collection

5.9.1 Enumerators

- Recruit female enumerators bearing the scope of study in mind and ensure safeguarding training against harassment.
- Determine the required number of enumerators and ensure their recruitment for the study. Also, indicate adequate back-up for the fieldwork in urgent cases.
- Ensure gender sensitivity and survey training of the enumerators to be used in the study.

5.9.2 Field Surveys

- Devise engagement and detailed fieldwork/survey plan.
- Conduct survey using the data collection tools with a finalized and statistically valid sample considering possibilities for disaggregation (cluster etc.).
- Implementation & monitoring of the field survey plan to ensure high quality data.
- Generate a field check (data quality) table and share with PSDF.
- Submit a fieldwork completion report entailing all these details to PSDF.

5.10 Data Management and Analysis

- Develop a tabulation plan on the agreed indicators.
- Development of database and dashboard for visibility of survey results.
- Ensure entry, cleaning of raw data and documentation of the data collected using relevant software and generate output tables based on the analysis plan.
- Share data sets for raw data collected as well as coded and cleaned data.
- Share do files (STATA or SPSS) or syntax file of data analysis.
- Prepare draft report integrating findings from the survey and qualitative analyses.
- Provide weekly progress to PSDF from the inception till end of the project.
- Present study findings to PSDF management.
- Develop and deliver final report and presentation incorporating comments and suggestions from PSDF.

6) Deliverables and Time Frame

The project shall not exceed approximately 6 months (excluding Client's review time). The project will commence upon approval of the proposal and signing of an agreement between the Consulting Firm / company and PSDF.

The Consulting Firm / company will be responsible for the following deliverables (**description of deliverable (6.1)**):

Project Deliverables / Milestones (refer to 6.1)	Timelines for submission
1. Submission of Inception report detailing the conceptual framework, assignment work plan, detailed approach and methodology and the nature and structure of all the expected deliverables. Capture any other significant development in the study approach or ToRs after the kick-off and inception meeting with the Client	Week 3
2. Pilot testing, finalization of questionnaires and other data collection tools (Urdu and English), enumerator training and their training and tabulation plan. *Submission of pilot test report. The purpose of pilot is to test the questionnaire and make necessary changes if required.	Week 8

3. Completion of field survey/ data collection, data entry, cleaning and quality control of data. Submission of Fieldwork completion report, data sets (raw and cleaned) and filled questionnaires (original copies).	Week 16
4. Draft final report submission entailing analysis based on results of the full survey and recommendations for initial review of the Client.	Week 20
5. Final report submission after incorporating Client (PSDF) feedback and Presentation to Client (PSDF) with final findings & recommendations.	Week 22
6. Submission of Baseline & End line survey for future impact assessment.	Week 24

6.1: Description of Deliverables

Sr. No.	Deliverable	Description	Key Components
		<i>These deliverable descriptions are indicative and will be finalized after contract signing and meeting with the Client.</i>	
1.	Inception Report	The inception report is a means of ensuring mutual understanding of the Consultant's plan of action and timeline for conducting the research study in line with the Clients specifications. It also provides additional guarantee of adherence to, and interpretation of the ToRs along with a description of the conceptual framework of the study.	<ul style="list-style-type: none"> • Summary appreciation of ToRs • Detailed methodology & approach • Draft questionnaire • Draft structure of the report • Project work plan • Sample details with proportionate basis of already defined clusters.
2.	Pilot Test Report	The pilot test report will entail the strategy and sample size for the pilot study along with the results of the sample.	<ul style="list-style-type: none"> • Pilot survey strategy & sample achieved • Results of the pilot
3.	Field Work Completion Report	The field strategy report is a detailed report explaining the strategy deployed for full survey field work including but not limited to understanding of the sample surveyed, development of data collection instruments, data collection methods, strategy to reach the sample respondents response rates, how complete sample was exhausted, cases of unresponsive sample. Also comment on any challenges with implementation, including logistical problems and detailed explanation of any changes made in the survey strategy, data collection instruments or other survey components after the pilot was conducted.	<ul style="list-style-type: none"> • Full survey strategy & sample details • Final survey instruments
	Data Sets	The data set refers to the raw data as well as cleaned and coded data using relevant software such as STATA or SPSS, and generation of output tables based on the analysis plan. Ensuring data integrity and quality of the analysis and report content will remain the primary criteria for the Client to approve the deliverable.	<ul style="list-style-type: none"> • Raw data collected (uncleaned and not coded) • Cleaned data sets (STATA or SPSS or excel files) • Do files or syntax files • Completed & filled questionnaires (original copies)
4.	Draft Final Report	The draft survey report refers to the first version submitted to the Client for review entailing analysis based on results of the full survey and recommendations.	<ul style="list-style-type: none"> • Draft report with analysis based on results of the full survey

5.	Final Report & Presentation	The final report is expected to incorporate Client’s feedback on the draft report. Ensuring data integrity and quality of the analysis and report content will remain the primary criteria for the Client to approve the deliverable. Power point presentation of key results and recommendations to be given to PSDF management.	
6.	Baseline and Endline Survey	Detail Baseline and Endline Survey which will be in line with the results of the study. The survey will be used for gauging the impact of the upcoming interventions.	<ul style="list-style-type: none"> Detail Questionnaire for baseline and endline Survey.

6.2 - WTLM Trainee Data

Number of completed female trainees of WTLM schemes under SYIG project

District of training location	Batch 1 completed trainees (1st July- 15th August)	Batch 2 completed trainees (1st September- 15th October)	Grand Total
Khushab	-	364	364
Jhelum	-	362	362
Jhang	171	186	357
Rahimyar Khan	171	182	353
Sargodha	164	184	348
Narowal	165	180	345
Rajanpur	162	171	333
Pakpattan	160	172	332
Mianwali	158	173	331
Chakwal	160	171	331
Khanewal	160	170	330
Bhakkar	160	170	330
Sahiwal	159	170	329
Attock	160	169	329
Vehari	160	169	329
Dera Ghazi Khan	157	170	327
Layyah	156	168	324
Okara	150	172	322
Sheikhupura	151	167	318
Kasur	147	170	317
Hafizabad	142	168	310
Sialkot	143	162	305
Nanakana Sahib	137	163	300
Gujrat	142	142	284
Mandi Bahauddin	120	164	284
Chiniot	60	118	178
Toba Tek Singh	96	61	157
Grand Total	3,711	4,818	8,529

7) **Evaluation/Selection Criteria**

The evaluation criteria for consulting firms / companies are given in **Annexure - B** (Eligibility Criteria) and **Annexure - C** (Technical Evaluation Criteria).

8) **Duration**

The project shall not exceed approximately 6 months (excluding Client's review time). The project will commence upon approval of the proposal and signing of an agreement between the Consulting Firm / company and PSDF.

Note:

If there is any change in Term of References (TORs) than final TORs will be shared at the time of Request for Proposal (RFP), attached TORs are tentative.

9) **Annexures**

Annex – A “Firm / Company Information”

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

Annex – B “Eligibility Response Checklist”

Sr. No.	Necessary Eligibility Information	Response/Elaboration/Proof
1	Evidence of the entity i.e., firm / company's registration / incorporation is required.	(Please attach copy of certificate of incorporation / company registration certificate / firm registration certificate.)
2	Must be an active taxpayer in Federal Board of Revenue (FBR).	(Provide active Taxpayer Evidence.)
3	Firm / company must be registered from Punjab Revenue Authority (PRA) (if not already registered with PRA, then, if awarded the work, the Firm / company will have to get registered with PRA before signing of contract).	(Please provide PRA registration certificate or undertaking on firm / company letterhead for registration before signing the contract (if already not registered.)
4	Provide document for Non – Blacklisting declaring that the firm / company is not blacklisted by any Government agency / semi - government/ authority/ organization (as per template attached as Annexure - G).	(Please attach copy of Affidavit on stamp paper (duly attested by oath commissioner) of not less than value of PKR. 100 on e-tender and original must be delivered to PSDF office as per the mentioned address before the closing date and time of the bid as per given template in Annexure - G .)
5	Firm / Company should have minimum 5 years of professional experience.	(Attach certificate of incorporation / company registration certificate / firm registration certificate.)

Annex – C “Technical Evaluation Criteria”

If the firm / company fails to provide information or does not fulfil the requirement as per **Annexure- B** (Eligibility Response Checklist) shall be disqualified and declared ineligible from the bidding process and its technical evaluation shall not be carried out.

Sr. No.	Evaluation Criteria	Total Marks	Marks Breakup	Response
1	<p><u>Experience</u></p> <p>a) General Experience</p> <ul style="list-style-type: none"> • More than 10 years of professional experience. • 6 to 10 years of professional experience. <p>b) Similar Experience</p> <ul style="list-style-type: none"> • More than 5 years of experience with International Donors or Government funded projects i.e., Research / Impact Studies / Tracer Studies. • 3 to 5 years of experience with International Donors or Government funded projects i.e., Research / Impact Studies / Tracer Studies. 	35	<p>15</p> <p>10</p> <p>20</p> <p>15</p>	<p>Attach relevant document (Evidence copies of Contracts or Service Orders) and fill Annex-D for (b) Similar Experience.</p> <p>If no valid attachments are provided for section 1.2.2, 1.2.4 (e-tender), then no marks for this section will be awarded.</p>
2	<p><u>Financial Capability</u></p> <p>Average of Last 3 Years Turnover/Revenue</p> <ul style="list-style-type: none"> • Average of last three years turnover /Revenue of more than or equal to PKR 50 million as per the latest Income tax return or audited financial statements. • Average of last three years turnover /Revenue of more than or equal to PKR 40 million but less than PKR 50 million as per the latest Income tax return or audited financial statements. • Average of last three years turnover /Revenue of more than or equal to PKR 30 but less than PKR 40 million as per the latest Income tax return or audited financial statements. 	20	<p>20</p> <p>15</p> <p>10</p>	<p>Please submit a copy of Audited financial statements of 2019-20, 2020-21, and 2021-22 done by ICAP/SBP registered auditing firm or Annual tax return of 2019-20, 2020-21, and 2021-22.</p> <p>If no valid attachment is provided in section 1.3.2 (e - tender) then no marks for this section will be awarded.</p>

4	<p>1. Managerial Capability</p> <p>(a) Project Manager:</p> <ul style="list-style-type: none"> • Master's or equivalent degree in Social Sciences / Business and Management Sciences with more than 7 years of professional experience. • Master's or equivalent degree in Social Sciences / Business and Management Sciences with at 5 to 7 years of professional experience. <p>(b) Professional experience in conducting research / tracer studies / impact studies in livestock field.</p> <p>2. Personnel Capability:</p> <p>(a) Livestock Expert:</p> <ul style="list-style-type: none"> • Veterinary Doctor / master's degree in animal science with more than 5 years of professional experience. • Veterinary Doctor / master's degree in animal science with at 4 to 5 years of professional experience. <p>(b) Research Specialist:</p> <ul style="list-style-type: none"> • Master's or equivalent degree in social sciences/Business and Management Sciences with more than 5 years of professional experience in conducting research / tracer studies / impact studies. • Master's or equivalent degree in social sciences/Business and Management Sciences with at 4 to 5 years of professional experience in conducting research / tracer studies / impact studies. <p>(c) Report Writer:</p> <ul style="list-style-type: none"> • Master's or equivalent degree in Social Sciences/Business and Management Sciences with more than 5 years of experience in report writing within the development sector for international donors / agencies. 	45	<p>10</p> <p>5</p> <p>5</p> <p>10</p> <p>7</p> <p>10</p> <p>7</p> <p>10</p>	<p>Provide details in Annexure C-1 and C-2 for CVs of key management staff i.e. (Project Manager, Livestock Expert, Research Specialist & Report Writer). For project manager, submit evidence of permanent employment by providing a letter on firm/company's official letterhead. Marks will be given based on the provision of CV against all four positions of key management staff fulfilling the criteria. If no valid attachment is provided in sections 1.4.2, 1.4.3, 1.4.5, 1.4.7, and 1.4.9 (e-tender) then no marks for this section shall be awarded.</p>
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	<ul style="list-style-type: none">• Master's or equivalent degree in Social Sciences/Business and Management Sciences with at 4 to 5 years of experience in report writing within the development sector for international donors / agencies.		7	
	Total Marks	100		

Annex – C-1“Key Management Staff of the Firm / Company”

Key Management Staff						
Sr. No.	Name of Management Staff	Designation	Qualification	Area of Expertise	Number of Years in Firm / company	Total Experience
1						
2						
3						
4						
5						

You may add more information, if applicable.

Note: In case of change in the identified key management staff, firm / company will have to provide the details of key management staff having same or equivalent qualification & experience and get prior approval from PSDF for such change.

Annex – C-2 “CVs of Proposed Key Management Team”

(Pl. also attach the detailed CVs with the Expression of Interest)

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

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

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

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

5. CNIC No (if Pakistani): _____

6. Education:

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

7. 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.]:

<i>Employer</i>	<i>Position</i>	<i>From (MM/YYYY)</i>	<i>To (MM/YYYY)</i>

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: _____

13. Certification:

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 willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

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

Full name of authorized representative: _____

Annex – D “Similar Experience of the Firm / Company (On Letterhead)”

Similar Experience		
Sr. #	Required Information	Response
1	Name of the Client	
2	Scope of work performed	
3	In no more than 100-150 words please elaborate your role in relevant consultancy assignment	Attach a separate Page
4	Sector/Industry	
5	Key Deliverables	
6	Duration of consultancy assignment	

* Please submit certificate/evidence that the work was successfully completed by the firm / Company.

Annex – E “Cover Letter for the Submission of Expression of Interest for prequalification” (please provide on Firm / Company’s letterhead)

[Date]

To
Chief Executive Officer
[Address mentioned in Data Sheet]

Re: Expression of Interest for _____ [Insert title of assignment]

Dear Sir,

We offer to express our interest in conducting consultancy Services for [Insert title of assignment] in accordance with your Expression of Interest dated [Insert Date of EOI advertised].

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

Annex – F “Declaration of Correctness of Information” (please provide on firm / company’s letterhead)

Kindly provide the declaration as per format provided below.

I, _____ hereby declare that:

- all the information provided in the EOI Document is correct in all manners and respects.
- and I am duly authorized by the **Governing body/Board/Management** to submit this Pre-Qualification on behalf of "[Click here and type the name of organization]"

Name	
Designation	
Signature	
Date and Place	

Note: Please attach documentary proof for authorization by the governing body/board/management

Annex – G “Affidavit for Non – Blacklisting”

The Applicant shall attach original affidavit on non-judicial stamp paper duly attested by oath commissioner (not less than the value of PKR. 100) and declaring on oath that the Applicant:

Name: _____
(Applicant)

I, the undersigned, do hereby certify that all the statements made in the prequalification document and in the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by employer if the Employer, at any time, deems it necessary.

The undersigned hereby authorize and request the bank, person, company or corporation to furnish any additional information requested by the [name of Procuring Agency] of the Punjab deemed necessary to verify this statement regarding my (our) competence and general reputation.

The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the PSDF. The undersigned further affirms on behalf of the firm / company that:

- a. is not in bankruptcy or liquidation proceedings.
- b. has never been declared ineligible/blacklisted by Government / Semi- Government / Agency or Authority or any employer till date due to the any reasons
- c. is not making any misrepresentations or concealing any material fact and detail.
- d. has not been convicted of, fraud, corruption, collusion or money laundering.
- e. is not aware of any conflict of interest or potential conflict of interest arising from prior or existing contracts or relationships which could materially affect its capability to comply with its obligations; and
- f. does not fall within any of the circumstances for ineligibility or disqualifications.
- g. The documents/photocopies provided with Bid are authentic. In case, any fake/bogus document was found at any stage, the firm / company shall be blacklisted as per Law/ Rules.

Note: Please attach the copy of the non-blacklisting on stamp paper on E-Tender & send original before the submission deadline of EOI to PSDF Office.

Name & Designation of Authorized Representative of

Firm / company Sign & Stamp