

# **PUNJAB SKILLS DEVELOPMENT FUND**

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

Procurement No: 53/SYIG/PSDF/MPTS

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### **HIRING OF A FIRM / COMPANY TO CARRY OUT SKILLING YOUTH FOR INCOME GENERATION (SYIG) MID-PROGRAM TRACER STUDY 2023-24**

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**January 2024**



**Submission Date for EOI Document: January 31, 2024, 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 carry out Skilling Youth for Income Generation Mid-Program Tracer Study 2023-24.”**. In this regard, the consulting firm / company will be required to provide the Services as mentioned in the terms of reference.

**Invitation for Expression of Interest for Prequalification of Firm / Company to Carry out Skilling Youth for Income Generation (SYIG) Mid-Program Tracer Study 2023-24.**

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](http://www.ppra.punjab.gov.pk)).


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 carry out Skilling Youth for Income Generation (SYIG) Mid-Program Tracer Study 2023-24.	53/SYIG/PSDF/ MPTS	6 months	January 31, 2024 on or before 03:00 PM	January 31, 2024 at 03:30 PM	PKR 15 Million

**For further details and terms of reference, please visit:**

- [etender.psdf.org.pk/esop/guest/go/public/opportunity/current](https://etender.psdf.org.pk/esop/guest/go/public/opportunity/current)
- PPRA website [ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk)

**Important Information:**

- Follow instructions on [etender.psdf.org.pk](https://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](http://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 a minimum of 5 years of professional experience. (Please attach certificate of incorporation / company registration certificate / firm registration certificate).
- vi. Firm / Company should have minimum average of last 2 years turnover/revenue of PKR 15 million as per Audited Financial Statements & Reports or Tax Returns.s (Please attach audited financial statements & reports of years (2020 - 21 & 2021 – 22) done by ICAP/SBP/ICMAP registered auditing firm (where applicable as per the law) OR annual tax return of years (2020 - 21 & 2021 – 22).
- vii. The consulting firm must share experience of having conducted surveys / assessments / projects / assignments of same or similar nature, for various donor-funded / not-for-profit institutions / organization, government projects and/or organization. Provide copy of the contract or Service Orders or Completion Certificates

**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.psdf.org.pk/esop/guest/go/public/opportunity/current](http://etender.psdf.org.pk/esop/guest/go/public/opportunity/current)) and PPRA website ([www.ppra.punjab.gov.pk](http://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., on **January 31, 2024 at 03:00 PM**. Expression of Interest shall be publicly opened on the same day i.e., on **January 31, 2024, 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 ( <b>Original</b> )

### 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) The **pre-proposal meeting** will be conducted on **January 22, 2024, at 11: 00 AM** at PSDF HQ Board Room for physically attending the meeting or through Microsoft Teams (ONLINE) or Consulting firm

who wants to join shall have to write/submit all its queries in writing in through e-message of E-tender portal **before COB, January 19, 2024 at 05:00 PM**, and for those who want to attend online, the link will be shared via message on e-tender portal before start of the session. The purpose of this meeting is to address and guide the bidders regarding the submission of proposal on e-tender portal along with the other queries (if any).

- j) Any clarification requests may be made in writing through e-tender ([etender.psdf.org.pk/esop/guest/go/public/opportunity/current](http://etender.psdf.org.pk/esop/guest/go/public/opportunity/current)) by **January 24, 2024 before 5:00 PM**.
- k) 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 Skilling Youth for Income Generation Program 2021-2026

The "Skilling Youth for Income Generation" program is designed to equip poor and vulnerable youth of Punjab with essential skills training to enhance their employability and income-generating capabilities. Under this program, PSDF aims to provide skill trainings to 180,000 individuals (40% females) for a period of 5 years (2021-2026).

The program is currently in progress and is expected to run for another 2.5 years. This mid-program tracer study seeks to evaluate the progress and outcomes of the program up to the mid-point to provide valuable insights for program improvement and decision-making.

### 5.2 Study Objectives

Following are the tracer study objectives:

- i. Analyze SYIG's performance based on success indicators such as employment rates, income earning outcomes, job readiness, and trade relevance. Additionally, gather feedback from graduates to assess the quality and relevance of the training.
- ii. Identify areas for program improvement based on labor force participation rates, employment rates, income levels, general satisfaction, and feedback from both graduates and employers.
- iii. Gather information from employers about the quality and relevance of the training and skills acquired by PSDF graduates.
- iv. Formulate recommendations to enhance the quality, relevance, and effectiveness of PSDF's training programs.

### 5.3 Study Design and Methodology

The tracer study will utilize a mixed-methods approach, combining qualitative and quantitative data collection techniques. The methodology will include but not be limited to:

- **Surveys:** Conduct structured questionnaires with the program participants, trainees/graduates and employers to collect quantitative data on skill acquisition, income generation activities, and perceived program effectiveness.
- **Focus Group Discussions (FGDs):** Organize FGDs with selected groups of participants such as Training Service Providers to gain deeper insights into experiences, challenges, and feedback regarding the program.
- **Key Informant Interviews:** Conduct interviews with other stakeholders to gather qualitative feedback on the program's implementation and impact.

### 5.4 Study methods & data collection instruments

- Develop a list of indicators/variables of the survey instrument for SYIG graduates.
- Finalize the survey instrument (questionnaires) in consultation with PSDF for each respondent category.
- Translation of questionnaires into Urdu language including back-translation (Urdu to English) to ensure conformity with the finalized English language survey.
- Share both English and Urdu language survey questionnaires for sign-off from PSDF.

### 5.5. Population Details:

Population of Interest for each survey	
A: PSDF Trainees/Graduates from SYIG	N=42,100 across 36 districts of Punjab.
B: Employers who have hired SYIG trainees	N=1,136 across 36 districts of Punjab

### 5.6 Pilot Testing

Survey instruments shall be tested in the field during the pilot test survey. A short pilot survey report, listing any modifications to the survey instrument post-test, along with the finalized post-test survey instruments to be submitted to PSDF.

### 5.7 Data Collection

#### 5.7.1 Enumerators

- Recruit enumerators both male and female bearing the scope of study in mind and safeguard training and field implementation activities 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.

#### 5.7.2 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.

#### 5.7.3 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)**):

<b>Project Deliverables / Milestones (refer to 6.1)</b>	<b>Timelines for submission</b>
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 4
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 24

## 6.1: Description of Deliverables

Sr. No.	Deliverables	Description	Key Components
		<i>These deliverable descriptions are indicative and will be finalized after contract signing and meeting with the Client.</i>	
1.	<b>Inception Report</b>	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"> <li>• Summary appreciation of ToRs</li> <li>• Detailed methodology &amp; approach</li> <li>• Draft questionnaire</li> <li>• Draft structure of the report</li> <li>• Project work plan</li> <li>• Sample details with proportionate basis of already defined clusters.</li> </ul>
2.	<b>Pilot Test Report</b>	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"> <li>• Pilot survey strategy &amp; sample achieved</li> <li>• Results of the pilot</li> </ul>
3.	<b>Field Work Completion Report</b>	The field strategy report is a detailed report explaining the strategy deployed for <b>full survey</b> 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"> <li>• Full survey strategy &amp; sample details</li> <li>• Final survey instruments</li> </ul>
	<b>Data Sets</b>	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"> <li>• Raw data collected (uncleaned and not coded)</li> <li>• Cleaned data sets (STATA or SPSS or excel files)</li> <li>• Do files or syntax files</li> <li>• Completed &amp; filled questionnaires (original copies)</li> </ul>
4.	<b>Draft Final Report</b>	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"> <li>• Draft report with analysis based on results of the full survey</li> </ul>
5.	<b>Final Report &amp; Presentation</b>	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.	<ul style="list-style-type: none"> <li>• Final report after incorporating Client's feedback.</li> </ul>

### Data of SYIG Graduates

#### Number of Completed SYIG Trainees since Inception till September 30,2023

Scheme Type	Female	Male	Total
Community based Trainings	9,805	526	10,331
Formal Trainings	13,557	16,093	29,650
Industrial Programs	889	1,230	2,119
<b>Grand Total</b>	<b>24,251</b>	<b>17,849</b>	<b>42,100</b>

New Sector	Female	Male	Total
Agriculture & Livestock	8,529	294	8,823
Financial Services	163	26	189
Hospitality, Retail & Services	3,614	1,913	5,527
Infrastructure & Construction	878	5,489	6,367
Manufacturing & Light Engineering	413	4,661	5,074
Telecoms & ICT	3,430	4,438	7,868
Textiles Manufacturing	7,224	875	8,099
Transport & Logistics	0	153	153
<b>Grand Total</b>	<b>24,251</b>	<b>17,849</b>	<b>42,100</b>

Program Focus	Female	Male	Total
Aghaaz	457	1,220	1,677
E-Tayyar	3,397	4,395	7,792
Haryali	8,529	0	8,529
Mahir	8,129	11,006	19,135
Umeed	997	1,062	2,059
Uraan	2,742	166	2,908
<b>Grand Total</b>	<b>24,251</b>	<b>17,849</b>	<b>42,100</b>

Unique Trade	Female	Male	Total
2D & 3D Drafting Using Auto CAD	141	693	834
3D Designing & Modeling using CATIA	300	0	300
Adda Work & Commercial Tailoring	575	0	575
Amazon Virtual Assistant	56	32	88
Apparel Supervisor	63	18	81
Auto CAD (Civil)	42	465	507
Auto Electrician	5	254	259
Auto Mechanic	0	57	57
Auto Mechanic (Petrol)	0	436	436
Bakery & Pastry	52	27	79
Barista Skills (Fast Food)	33	49	82
Beautician	1,208	9	1,217
Building painter	40	25	65

CAD / CAM Computerized Pattern Designing	345	157	502
Call Center Agent	232	149	381
Call Center Representative	138	22	160
Carpenter	76	569	645
Chef	171	239	410
Civil Surveyor	27	13	40
Close Circuit TV (CCTV) Technician	225	686	911
CNC Machine Operator	2	325	327
Commercial Tailoring + Hand Embroidery	701	0	701
Computer Application	344	111	455
Computer Application with JAWS	13	50	63
Computer Graphics (Print Media)	111	112	223
Computer Hardware Technician	185	413	598
Computerised Accounting	228	373	601
Computerized Designing & Manufacturing Sportswear Stitcher	142	0	142
Cook	136	117	253
Cooking & Baking	768	651	1,419
Dress Design & Tailoring	273	0	273
E-Commerce	586	368	954
Electrical Technician	0	63	63
Electrical Wiring	0	168	168
Electrician	4	393	397
Embroidery Machine Operator	42	0	42
Fabric Cutting Expert	573	14	587
Fabric Printing	54	4	58
Fabric Quality Inspector	84	133	217
Fashion Designing	957	91	1,048
Fiber Optic Technician	97	172	269
Food & Beverage Captain	66	95	161
Food Processing and Preservation Techniques	17	43	60
Front Office	350	183	533
Garment Washing Techniques	1	66	67
Graphic Design (Print Media)	127	110	237
Hand Embroidery	228	0	228
Handi Crafts	25	35	60
Heating Ventilation Air Conditioning and Refrigeration (HVACR)	0	46	46
Home Appliance Repair	84	120	204
Home Textile Product Maker	26	32	58
Hybrid Hair and Beauty Services	261	44	305

Hybrid Mobile Phone Repairing	1	107	108
Hybrid Professional Cook	185	245	430
Industrial Electrician	2	292	294
Industrial Stitching Machine Operator	1,118	262	1,380
Injection Moulding Machine Operator	0	19	19
Inventory Control	163	26	189
Leather Garment Pattern Maker	320	31	351
Livestock Management	8,529	0	8,529
LTV Driving	0	65	65
Machinist	1	126	127
Mason	0	395	395
Material Evaluation & Mechanical Testing	0	26	26
Millwright Technician	80	265	345
Mobile Application Development	68	117	185
Mobile Phone Repair	75	149	224
Motor Cycle Mechanic	0	141	141
Motor Winding	0	54	54
National Vocational Certificate Level 2 in Arts (Dress Making)	643	1	644
National Vocational Certificate Level 2 in Pipe Fitter	0	228	228
National Vocational Certificate Level 3 in Information and communication Technology (Computer Graphics-Print)	92	197	289
National Vocational Certificate Level 3 in Information Technology (Web Design and Development)	230	378	608
National Vocational Qualification Level 3 in Digital Marketing	352	638	990
NVC Level 2 in (Hair & Beauty Services)-Beautician	96	0	96
NVC Level 2 in Electrical Technology (Domestic Electrician)	0	125	125
NVC Level 2 in Hospitality (Cook)	45	49	94
NVC Level 2 in ICT (Computer business Management /IT Office Assistant )	157	265	422
Packing Machine Operator	71	17	88
Pattern Drafting & Cutting	341	42	383
Pattern Making & Cutting	232	5	237
Pipe & General Fitter	0	93	93
Pipe & Plate Fabricator	0	132	132
PLC (Programmable Logical Control)	24	65	89
Plumber	3	4	7
Plumber & Sanitary Installer	0	965	965

Quality Control in Garments	452	18	470
Quantity Surveyor	117	678	795
Receptionist	98	70	168
Safety Inspector	132	988	1,120
Salesman	108	14	122
Scaffolding	0	213	213
Shuttering Carpenter	0	35	35
Solar Photovoltaic Training	0	22	22
Sportswear Sticher	54	1	55
Steel Fixer	0	25	25
Telecom Technician (Line & Mobile)	0	44	44
Tile Fixing & Cutting	0	171	171
UPS Repair & Maintenance	0	97	97
Vehicle Driving	0	88	88
Village Veterinary Worker	0	294	294
Waiter	20	78	98
Web Designing	189	201	390
Welder	39	887	926
Welder (Arc & Gas)	0	42	42
Welder (SMAW, MAG, MIG & SAW)	0	106	106
Wheelchair Making & Repairing	0	21	21
<b>Grand Total</b>	<b>24,251</b>	<b>17,849</b>	<b>42,100</b>

District of Training Center	Female	Male	Total
Attock	349	14	363
Bahawalnagar	1,043	697	1,740
Bahawalpur	773	1,096	1,869
Bhakkar	489	507	996
Chakwal	331	109	440
Chiniot	178	0	178
Dera Ghazi Khan	524	420	944
Faisalabad	1,133	708	1,841
Gujranwala	1,357	713	2,070
Gujrat	439	233	672
Hafizabad	419	0	419
Islamabad	490	418	908
Jhang	389	445	834
Jhelum	362	615	977
Kasur	1,343	936	2,279
Khanewal	599	230	829
Khushab	364	0	364
Lahore	996	3,006	4,002
Leiah	1,857	2,035	3,892
Lodhran	165	29	194

Mandi Bahauddin	284	51	335
Mianwali	387	300	687
Multan	687	1,056	1,743
Muzaffargarh	128	0	128
Nankana Sahib	594	108	702
Narowal	551	0	551
Okara	468	190	658
Pakpattan	349	60	409
Rahim Yar Khan	598	528	1,126
Rajanpur	469	162	631
Rawalpindi	1,148	1,259	2,407
Sahiwal	858	315	1,173
Sargodha	795	940	1,735
Sheikhupura	856	304	1,160
Sialkot	1,959	165	2,124
Toba Tek Singh	157	44	201
Vehari	363	156	519
<b>Grand Total</b>	<b>24,251</b>	<b>17,849</b>	<b>42,100</b>

**SYIG Employers Data**

**District Wise Number of Employers and Trainees Employed**

Employer District	No. of Employer	No. of Trainees Employed
Bahawalnagar	38	134
Bahawalpur	45	91
Bhakkar	4	5
Chiniot	4	4
Faisalabad	31	322
Gujranwala	63	108
Islamabad	34	236
Jhang	5	16
Jhelum	2	95
Karachi	3	3
Kasur	27	138
Khanewal	2	6
Khushab	2	2
Killa Abdullah	1	1
Lahore	280	513
Leiah	144	437
Lodhran	6	11
Mianwali	1	1
Multan	78	309
Muzaffargarh	2	7
Nankana Sahib	1	1
Narowal	1	1
Neelum	2	2
Okara	15	29
Others	1	1
Pakpattan	1	1
Rahim Yar Khan	21	26
Rajanpur	5	8
Rawalpindi	48	187
Sahiwal	9	15
Sargodha	216	279
Sheikhupura	18	153
Sialkot	23	383
Toba Tek Singh	3	6
<b>Grand Total</b>	<b>1,136</b>	<b>3,531</b>

**Note:**

Above-mentioned are the population details, Sample details will be shared at Request for Proposal (RFP) Stage.



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 duration of the assignment shall not exceed 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) then final TORs will be shared at the time of Request for Proposal (RFP).

9) **Annexures**

**Annex – A “Firm / Company Information (On Letterhead)”**

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 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).
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 <b>Annexure - G</b> ).	(Please attach copy of Affidavit on stamp paper <b>(duly attested by oath commissioner)</b> 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 professional experience.	(Please attach certificate of incorporation / company registration certificate / firm registration certificate.)
6	Firm / Company should have minimum average of last 2 years turnover/revenue of PKR 15 million as per Audited Financial Statements & Reports or Tax Returns.	(Please attach audited financial statements & reports of years (2020 - 21 & 2021 – 22) done by ICAP/SBP/ICMAP registered auditing firm (where applicable as per the law) OR annual tax return of years (2020 - 21 & 2021 – 22).
7	The consulting firm must share experience of having conducted surveys / assessments / projects / assignments of same or similar nature, for various donor-funded / not-for-profit institutions / organization, government projects and/or organization.	Provide copy of the contract or Service Orders or Completion Certificates.

### 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.	<b><u>Experience</u></b>  <b>a) General Experience</b> <ul style="list-style-type: none"> <li>More than 10 years of professional experience.</li> <li>6 to 10 years of professional experience.</li> </ul> <b>b) Similar Experience</b> <ul style="list-style-type: none"> <li>More than 5 assignments with local/International Donors or Government funded projects in Research / Impact Studies / Tracer Studies.</li> <li>4 to 5 assignments with local / International Donors or Government funded projects in Research / Impact Studies / Tracer Studies.</li> <li>1 to 3 assignments with local / International Donors or Government funded projects in Research / Impact Studies / Tracer Studies</li> </ul>	35	10	Please attach a copy of certificate of incorporation / company registration certificate / firm registration certificate. If no valid attachments are provided for <b>section 1.2.2 (e-tender)</b> , then no marks for this section will be awarded.
			05	
			25	Attach relevant document (copies of contracts/ client performance certificate/ service order/ project completion letter) and fill Annex-D for (b) Similar Experience. If no valid attachments are provided for <b>section 1.2.4 (e-tender)</b> , then no marks for this section will be awarded.
			20	
			15	<i>Please note that, for a similar experience, years will be counted from the evidence provided; for example, contracts/ client performance certificate/ service order/project completion letter provided should indicate the duration of the assignment timeframe to prove the number of years.</i>

2	<p><b><u>Financial Capability</u></b></p> <p><b>Average of Last 2 Years Turnover/Revenue</b></p> <ul style="list-style-type: none"> <li>• Average of last two years turnover / Revenue of more than PKR 45 million as per the latest Income tax return or audited financial statements &amp; reports.</li> <li>• Average of last two years turnover / Revenue of more than PKR 30 million but less than or equal to PKR 45 million as per the latest Income tax return or audited financial statements &amp; reports.</li> <li>• Average of last two years turnover / Revenue of more than PKR 15 but less than or equal to PKR 30 million as per the latest Income tax return or audited financial statements &amp; reports.</li> </ul>	20	20   15   10	<p>Please submit a copy of Audited financial statements &amp; reports of years (2020 - 21 &amp; 2021 – 22) done by ICAP/SBP/ICMAP registered auditing firm (where applicable as per the law) OR annual tax return of years (2020 - 21 &amp; 2021 – 22).</p> <p>If no valid attachment is provided in <b>section 1.3.2 (e - tender)</b> then no marks for this section will be awarded.</p>
3.	<p><b><u>I. Managerial Capability:</u></b></p> <p><b>(a) Project Manager:</b></p> <ul style="list-style-type: none"> <li>• Master's or equivalent degree in Social Sciences / Business and Management Sciences with more than 7 years of post-qualification professional experience.</li> <li>• Master's or equivalent degree in Social Sciences / Business and Management Sciences with at 5 to 7 of post-qualification years of professional experience.</li> </ul> <p><b>(b) Professional experience in conducting research / tracer studies / impact studies.</b></p> <p><b><u>II. Personnel Capability:</u></b></p> <p><b>(a) TVET Expert:</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree in social sciences / business and management sciences / applied sciences with more than 7 years of TVET experience.</li> <li>• Bachelor's degree in social sciences / business and management sciences / applied sciences with 5 to 7 years of TVET experience.</li> </ul>	45	10   5   5   10   7	<p>Provide details in Annexure C - 1 and it is encouraged to provide details in C - 2 for CVs of Proposed Key Management staff i.e. (Project Manager, TVET Expert, Research Specialist &amp; Report Writer). Marks will be given based on the provision of CV against all four positions of key management staff fulfilling the criteria.</p>

	<p><b>(b) Research Specialist:</b></p> <ul style="list-style-type: none"> <li>• Master's or equivalent degree in social sciences / Business and Management Sciences with 3 or more assignments in conducting research / tracer studies / impact studies.</li> <li>• Master's or equivalent degree in social sciences / Business and Management Sciences with at least 2 assignments in conducting research / tracer studies / impact studies.</li> </ul> <p><b>(c) Report Writer:</b></p> <ul style="list-style-type: none"> <li>• Master's or equivalent degree in Social Sciences / Business and Management Sciences with 3 or more assignments in report writing within the development sector for local/International Donors or Government funded projects.</li> <li>• Master's or equivalent degree in Social Sciences / Business and Management Sciences with at least 2 assignments in report writing within the development sector for local/International Donors or Government funded projects.</li> </ul>		<p>10</p> <p>7</p> <p>10</p> <p>7</p>	<p>Also, for <b>Research Specialist &amp; Report Writer</b>, provide evidence of at least one (1) published report verified by the organization.</p> <p>If no valid attachment is provided in <b>sections 1.4.2, 1.4.3, 1.4.5, 1.4.7, and 1.4.9 (e-tender)</b> then no marks for this section shall be awarded.</p>
	<b>Total Marks</b>	<b>100</b>		

**Annex – C-1“Key Management Staff of the Firm / Company (On Letterhead)”**

**Proposed staff for this assignment must be included in this Annexure.**

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** [Insert name of firm proposing the staff]: \_\_\_\_\_
3. **Name of Staff** [Insert full name]: \_\_\_\_\_
4. **Date of Birth:** \_\_\_\_\_ **Nationality:** \_\_\_\_\_
5. **CNIC No** (if Pakistani): \_\_\_\_\_
6. **Education:**

Degree	Major / Minor	Institution	Date (MM/YYYY)

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.]:

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

#### 8. Detailed Tasks Assigned

[List all tasks to be performed under this assignment]

#### 9. 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.]

9.1) 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: \_\_\_\_\_

9.2) 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: \_\_\_\_\_

#### 10. 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

**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 evidence (Copies of contracts/ client performance certificate/ service order/ project completion letter) 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]"

<b>Name</b>	
<b>Designation</b>	
<b>Signature</b>	
<b>Date and Place</b>	

**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. is not currently declared 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.

**Please use the same format while submitting the Annex – G. Please make sure that the Affidavit for Non – Blacklisting must be attested by the Oath Commissioner.**

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Name & Designation of Authorized Representative of

Firm / company Sign & Stamp