

PUNJAB SKILLS DEVELOPMENT FUND

REQUEST FOR EXPRESSION OF INTEREST (EOI) FOR

HIRING OF A FIRM / COMPANY FOR THIRD PARTY MONITORING SERVICES

June 2025



Submission Date for EOI Document: July 9, 2025, on or before 03:00 PM

Procurement No.: **98/PSDF/TPM**

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

Phone: +92-42-35752408-10

Fax: +92-42-35752190



Table of Content

1)	Invitation for Expression of Interest.....	3
2)	Eligibility Criteria	4
3)	EOI Application Evaluation Criteria	5
4)	Time Schedule for Submission of EOI Application.....	8
5)	Instruction & Guidelines for Consulting Firms / Companies	8
6)	Annexures.....	9
	Annex – A “Cover Letter for the Submission of EOI”	9
	Annex – B “Firm / Company Information”	10
	Annex – C “CVs of Personnel/Staff”	11
	Annex – D “Declaration of Correctness of Information”	13
	Annex – E “Affidavit for Non – Blacklisting”	14
	Annex – F “Power of Attorney”	15
7)	Terms of Reference, Duties and Responsibilities of Consulting Firm/Company	16

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.

1) **Invitation for Expression of Interest (EOI)**

PSDF is soliciting Expression of Interest (EOI) from consulting firms / companies for “**Third Party Monitoring Services**”. In this regard, the consulting firm / company will be required to provide the Services as mentioned in the terms of reference.

 						
Request for Expression of Interest for Hiring of a Firm / Company for Third Party Monitoring Services						
<p>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).</p> <p>PSDF invites applications from tax registered firms / companies against the above-mentioned consultancy services. The interested firms / companies can obtain the Expression of Interest (EOI) Document containing all details and shortlisting criteria and terms & conditions from EPADS Portal of Punjab PPRA (https://punjab.eprocure.gov.pk/#/auth/login), PPRA website (www.ppra.punjab.gov.pk), & PSDF website (https://www.psdf.org.pk/)</p>						
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 for Third Party Monitoring Services	98/PSDF/TPM	One (1) Year (Extendable for another Terms)	July 9, 2025 on or before 03:00 PM	July 9, 2025 at 03:30 PM	PKR 16.11 Million
Important Information: <ul style="list-style-type: none"> Applications submitted only through EPADS Portal of Punjab PPRA shall be accepted while submission by other means shall be rejected. Late applications shall be rejected. The applications will be opened in the presence of the applicants' representatives who may choose to be present at the address below on the date and time stated above. In case of official holiday on the day of submission, next day will be treated as closing date (time of closing and opening of applications will remain the same). The EOI procedure shall be governed strictly in accordance with the Punjab Procurement Regulatory Authority Rules 2014 through national competitive bidding procedure. Pre-application meeting will be held on dated June 27, 2025 on 03:30 PM. Those applicants who are interested to participate through an online link can request by email at: proc@psdf.org.pk, before June 26, 2025 by 06:00 PM so that the link could be shared with them. 						
<p align="center"> 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 </p>						

2. Eligibility Criteria

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/ Form C/ SECP certificate/ Partnership deed as a proof.)
2.	Firm / company must be an active taxpayer in Federal Board of Revenue (FBR).	(Please attach active Taxpayer Evidence as a proof.)
3.	Firm / company must be registered from Punjab Revenue Authority (PRA).	(Please attach PRA registration certificate as a proof.)
4.	Affidavit on stamp paper (duly attested by oath commissioner/notary public) as per the Annex - E of the pre-qualification document, declaring that applicant is not blacklisted or debarred by the procuring agency.	(Please attach copy of Affidavit attested by oath commissioner/notary public (as per the form Annex - E of the Pre-Qual document) on stamp paper of not less than Rs 300 , declaring that the applicant is not blacklisted or debarred by the procuring agency, and original affidavit must be delivered to PSDF office as per the mentioned address before the closing date and submission time of the application .)
5.	Firm / company must have at least 2 years of monitoring services experience.	(Please attach copies of Contracts / Purchase Orders/ Service Orders / Client Performance Satisfactory Letter as a proof.)
6.	Firm / company must provide Power of Attorney to sign application	Please attach power of attorney letter as per Annex – F , duly signed and stamped by the head of the organization / competent authority with application on EPADS and original affidavit must be delivered to PSDF office as per the mentioned address before the closing date and submission time of the application .)

3. “EOI Application Evaluation Criteria”

If the firm / company fails to provide information or does not fulfil the requirement as per (Eligibility Criteria), the firm / company shall be disqualified and declared ineligible from the EOI process, and its technical evaluation shall not be carried out.

A-1: Experience of the Firm [20]

Evaluation Criteria	Total Marks	Marks Breakup	Response
General Experience Experience of Monitoring & Evaluation with private/public clients. <ul style="list-style-type: none"> • More than 3 but less than or equal to 5 years of Experience • More than 2 but less than or equal to 3 years of Experience 	10	10 5	Provide documentary evidence/proofs of contract copies/service orders/project completion/client satisfactory letters.
Relevant/Similar Experience Experience of Monitoring with private/public clients. <ul style="list-style-type: none"> • More than 3 but less than or equal to 5 years of Experience • More than 2 but less than or equal to 3 years of Experience 	10	10 5	If no valid attachment is provided, then no marks for this section will be awarded.

A-2: Financial Capability of the Firm [20]

Evaluation Criteria	Total Marks	Marks Breakup	Response
a. Average Financial Annual Turnover/Revenue Average Financial Turnover/Revenue of the Firm/Company in the last 3 years <ul style="list-style-type: none"> • Equal to or more than PKR 25 million as per the latest Income tax return or audited financial reports & statements • Equal to or more than PKR 20 million but less than PKR 25 million as per the latest Income tax return or audited financial reports & statements • Equal to or more than PKR 15 million but less than PKR 20 million as per the latest Income tax return or audited financial reports & statements 	20	20 15 10	Please provide copy of audited financial reports & statements of last three years (FY 2021-22, 2022-23, 2023-24) done by SBP (“A or B”) category ICAP registered firm OR Tax Returns of years (FY 2021-22, 2022-23, 2023-24.) If no valid attachment is provided, then no marks for this section will be awarded.

Evaluation Criteria	Total Marks	Marks Breakup	Response
A-3: Managerial Capability	13		Please provide complete Approved Organization Structure (Organogram of Firm/Company)
Approved Organization Structure (Organogram of Firm/Company)		5	
<ul style="list-style-type: none"> In-House Quality System (03 marks) Quality Control System certified by relevant body(ies) i.e., ISO (05 marks) 		8	<p>Please submit verifiable QMS certificate & write-up for In-House Quality System.</p> <p>Marks will be awarded based on Level of Certification.</p> <p>If no valid attachment is provided, then no marks for this section will be awarded.</p>
A-4: Personnel/Staff	22		
<ul style="list-style-type: none"> Finance Specialist <ul style="list-style-type: none"> Master's degree in finance & accounting or Chartered Accountant or ACCA with 5 years of experience in finance. Software Developer <ul style="list-style-type: none"> Bachelor's degree (14 or 16 years) in computer sciences with a minimum of 3 years of experience in developing IT projects. Field Coordinator <ul style="list-style-type: none"> Bachelor's degree (14 or 16 years) in Social Sciences with a minimum of 3 years of experience in supervising field teams and coordinating field-related activities. Business Development Expert <ul style="list-style-type: none"> Bachelor's degree (14 or 16 years) in business or social sciences with a minimum of 3 years of experience in business development. 	<p>6</p> <p>6</p> <p>5</p> <p>5</p>		<p>Provide details in Annex – C “CVs of Personnel/Staff explicitly showing the experience & qualification against Personnel/Staff.</p> <p>Note:- Please note that all the positions are mandatory.</p> <p>If no valid attachment is provided, then no marks for this section will be awarded.</p>
A-6: Penetration Ability/Office Outreach	15		
<ul style="list-style-type: none"> Office in Punjab, Sindh, KPK, & Balochistan Office in Punjab, Sindh, & KPK Office in Punjab 		<p>15</p> <p>10</p> <p>5</p>	<p>Need documentary evidence / declaration on firm/company letterhead.</p> <p>If no valid attachment is provided, then no marks for this section will be awarded.</p>
A-7: Implementation of Tech-Based Systems	10		
Demonstrated Capacity to integrate the Tech-Based Systems i.e., Android management system		10	Provide the Testimonials or reference letters from previous clients confirming the firm's use of these solutions in their projects.

			If no valid attachment is provided, then no marks for this section will be awarded.
--	--	--	---

4. Time Schedule for Submission of EOI Applications

Complete EOI for pre-qualification containing all required information & documentary evidence must be submitted on the EPADS portal before closing dated i.e., **July 9, 2025, at 03:00 PM**. Expression of Interest shall be publicly opened on the same day i.e., **July 9, 2025, at 03:30 PM** in the presence of applicant's representatives who wish to attend it. EOI Document submitted through EPADS shall be accepted, **whereas by-hand/hard copies submission is not allowed and shall be rejected**.

Kindly fill the following required necessary annexures **on firm/company's Letterhead (signed & stamped)** for the responsiveness/eligibility/technical evaluation criteria and attach the supporting documentary evidence as mentioned in each annexure:

- Annex – A:** Cover Letter for the Submission of EOI - *Fill the required Information*
- Annex – B:** Firm / Company Information - *Fill the required Information*
- Annex – C:** CVs of Personnel/Staff - *Fill the required Information*
- Annex – D:** Declaration of Correctness of Information - *Fill the required Information*
- Annex – E:** Affidavit for Non – Blacklisting - *Fill the required Information*
- Annex – F:** Power of Attorney- *Fill the required Information*

5. Instruction & Guidelines for Consulting Firms / Companies

- a. PSDF wishes to shortlist the interested firms / companies through the Expression of Interest (EOI) 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 / company.
- 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 from the consultancy assignment.**
- 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. Pre-application meeting will be held on dated **June 27, 2025 on 03:30 PM**. Those applicants who are interested to participate through an online link can request by email, before **June 26, 2025 by 06:00 PM** so that the link could be shared with them. The Consultant Selection Committee (SCS) will address and guide the applicants regarding the submission of applications on EPADS portal along with the other queries (if any) or email at: **proc@psdf.org.pk**
- j. Any clarification requests may be made in writing through EPADS

(<https://punjab.eprocure.gov.pk/#/auth/login>), by **June 30, 2025 before 6:00 Pm.**

- k. Although adequate thought has been given in the drafting of this document, errors such as typos may occur, for which the PSDF will not be responsible.
- l. The project duration will be **twelve (12) months**. The project will commence upon approval of the proposal and signing of an agreement between the Consulting Firm / Company and PSDF.
- m. The Interested firm / company can obtain EOI Document containing all details, shortlisting criteria and terms & conditions, **EPADS Portal** of Punjab PPRA (<https://punjab.eprocure.gov.pk/#/auth/login>), **PPRA** website (www.ppra.punjab.gov.pk), & **PSDF** website (<https://www.psd.org.pk/>)
- n. 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.

6. Annexures

Annex – A

“Cover Letter for the Submission of Expression of Interest for prequalification” (On firm/company’s Letterhead, signed & stamped)

[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 – B

“Firm / Company Information” (On firm/company’s Letterhead, signed & stamped)

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/Assigned to Representative		
	Phone/s:		
	Mobile:		
	Email:		
	Fax:		

Annex – C

“CVs of Personnel/Staff” (On firm/company’s Letterhead, signed & stamped)

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

1. **Current 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>

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: _____

a. 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

“Declaration of Correctness of Information” (On firm/company’s Letterhead signed & stamped)

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 Expression of Interest (EOI) 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 – E
“Affidavit for Non – Blacklisting”

[The Applicant shall attach original affidavit on non-judicial stamp paper duly attested by oath commissioner/notary public (not less than the value of PKR. 300) and declaring on oath that the Applicant]

Name: _____
(Applicant)

I, the undersigned, do hereby certify that all the statements made in the pre-qualification 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 *[name of Procuring Agency]*. The undersigned further affirms on behalf of the firm/Company that:

1. The firm/company is not currently blacklisted by the Procuring Agency.
2. The documents/photocopies provided with application are authentic. In case, any fake/bogus document was found at any stage, the firm/company shall be blacklisted as per Law/ Rules.
3. Affidavit for correctness of information.

[Name of the Applicant] undertakes to treat all information provided as confidential.

Name of Company of: _____
Date: _____

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

Name & Designation of Authorized Representative of

Firm / company Sign & Stamp

Annex - F
Power of Attorney

FORMAT OF AUTHORIZATION OF REPRESENTATIVE

On non-judicial stamp paper (not below the value of Rs. 300)

POWER OF ATTORNEY

Know all men by these presents, we _____ name and address of the registered office) do hereby constitute, appoint and authorize Mr./ Ms. _____ name and residential address) who is presently employed with _____ and holding the position of _____ as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our Bid for the Consultancy envisaging [add] ("**Consultancy**") including signing and submission of all documents and providing information / responses to the Punjab Skills Development Fund (**PSDF**), representing us in all matters before PSDF, and generally dealing with PSDF in all matters in connection with our bid for the said Consultancy. We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Signature of Authorized Attorney _____

Name and Title of Attorney: _____

Name of Firm: _____

Address: _____

Note: The original document of affidavit must reach PSDF office before closing time of application. Also, attach a copy of the affidavit with application on EPADS.

7. Terms of Reference, Duties and Responsibilities of Consulting Firm / Company

1. Background:

Punjab Skills Development Fund (PSDF) is the largest skills development fund in Pakistan, set up by the Government of the Punjab in collaboration with Foreign, Commonwealth and Development Office (FCDO). PSDF has also managed the skills training funding provided by the World Bank. PSDF is currently implementing the projects of the Government of the Punjab. Over the past 14 years it has funded trainings for over 600,000 youth in 250+ demand-driven trades primarily from the industry and private sector across Punjab and in other provinces of the country.

2. Assignment Background:

PSDF targets to fund training from July 2025 to June 2026 of approximately 7000 trainees under 3 different approved PC-1s. The main objective of Third-Party Monitoring (TPM) firm is to perform end-to-end monitoring of training operations under PSDF compliance standards that includes monitoring visits of all Training Service providers (TSP) on monthly basis as per monitoring business rules and guidelines. The TPM firm will also be engaged to report on the readiness and appropriateness of infrastructure, building, furniture, labs/equipment-tools, and other essentials. The TPM firm will submit all types of required reports to Monitoring team on regular basis.

3. Scope of Work:

PSDF has implemented initiatives across Punjab and other regions/provinces of Pakistan. The scope of the firm will not be limited to Punjab but may extend to any region/province (Punjab, Sindh, Balochistan, Khyber Pakhtunkhwa, Gilgit-Baltistan & Azad Jamu & Kashmir) as per project needs. Monitoring activities of the consulting/bidding firm will include but are not limited to:

3.1. Inspection of Training Centre Facilities & Reporting (where applicable)

Carry out inspections of proposed training centers under existing and upcoming training schemes. This includes, but is not limited to:

- Onsite inspections of proposed training centers before or during training, depending on the nature of the assignment, within the agreed timeframe.
- Online center inspections (where applicable) through virtual walkthroughs, live video sessions, or recorded facility tours depending upon the project nature and business rules.
- Inspections will be conducted alongside routine monitoring visits to ensure adherence to major equipment requirements as per the approved curriculum.
- Submitting inspection reports, ensuring completion within the allocated timeframe to assess the readiness of training center infrastructure.
- Reporting on each training center visit using a standardized report form and submitting it to PSDF through the Business Support System (BSS) or any other reporting mechanism specified by PSDF, within the defined deadline.

3.2. Onsite/online Field Visits of Training Service Providers & Reporting

Conduct end-to-end monitoring of training standards and operations to ensure compliance with PSDF business rules and contractual obligations during the implementation of training contracts. This includes, but is not limited to:

- Conducting monitoring visits (onsite/online) as per PSDF business rules and training contractual bindings.
- Submitting monthly monitoring reports in a standardized format within the agreed timeframe through AMS.

- Promptly reporting any serious violations of business rules or significant incidents.
- Providing various analytical and comparative reports on business rule compliance as required on a monthly basis.
- Conduct trainee perception survey and submit reports to PSDF on all prescribed indicators.
- Prepare dashboard for TSPs/Sector/Cluster/Program-wise violation summaries and visit reports as per PSDF requirements.
- Sample based field visits and reporting during certifying authority examinations.

3.3. Monitoring, Analysis, and Quality Assurance

The TPM firm will be responsible for comprehensive data analysis and quality assurance of PSDF funded projects. Key responsibilities include:

- a) Monitoring Tools**
 - Review project/scheme design with the PSDF team to understand objectives and outcomes.
 - Propose and/or refine monitoring tools (e.g., checklists, feedback forms,) aligned with quality and compliance indicators.
 - Ensure tools are practical, context-appropriate, and aligned with the project's monitoring requirements.
- b) TSP Performance Assessment**
 - Design a performance assessment framework for TSPs incorporating both quantitative (e.g., dropout, completion, pass-out, employment rates) and qualitative indicators.
 - Provide a scoring/rating system to inform TSP comparison and decision-making.
- c) Infrastructure & Equipment Evaluation**
 - Assess availability, relevance, and functionality of training equipment and tools as per curriculum.
 - Evaluate infrastructure adequacy, including cleanliness, safety, ventilation, lighting, and seating.
 - Use checklists and photographic evidence to verify compliance and highlight quality gaps.
- d) Reporting & Recommendations**
 - Conduct structured quantitative and qualitative analysis based on data from monitoring visits.
 - Perform comparative analysis across projects, schemes, TSPs & trades.
 - Present findings in accessible formats (dashboards, summaries, presentations).
 - Provide actionable recommendations to enhance training delivery and quality assurance.

3.4. Continuous Development & improvement of Android Management System (AMS)

- Adoption of the existing Android Based Monitoring System (AMS).
- Upgradation and continuous development, customization, support (SLA) and improvement of existing AMS for effective & robust controls and operations.
- Upgradation and development of all data collection tools and integration with AMS in consultation with PSDF.
- API Development to fetch and post data into BSS.
- Mobile Application development Capability to Modify or develop new Mobile Application for Field Monitoring.
- Development of Customized Reports as an output of field monitoring process.

- Submission of all mandatory reports through AMS in PSDF BSS.
- The selected firm will manage data migration, ensure the complete and secure transfer of the Android-based management system/application, including source code, documentation, databases, and other relevant components, from the existing firm.

3.5. Capacity building of Monitoring Team on regular basis as per Business rules of PSDF

- Third Party Monitoring Firm will regularly conduct capacity-building sessions for its field staff to ensure compliance with PSDF's business rules and operational standards.
- Third Party Monitoring Firm will organize orientation sessions to enhance the field staff's professionalism, efficiency, and effectiveness in conducting field visits and coordinating with TSPs in accordance with scheme designs.

4. Operational Features of Third-Party Monitoring Firm

The Third-Party Monitoring Firm will:

- Appoint a dedicated resource (point of contact) for urgent reporting and coordination with PSDF.
- Provide monthly reports to PSDF through the AMS.
- Implement a transparent, reliable, and robust monitoring process to identify and address contractual violations by TSPs
- Establish procedures to maintain an arm's length relationship between enumerators/monitors and TSPs, and report on their implementation to PSDF.
- Engage female monitors for female training classes.
- Collect and maintain records of training location visits, including GPS coordinates of each site, and share the information with PSDF.
- Collect pictorial evidence of monitoring visits and archive it in the system for sharing with PSDF as and when required.
- Prepare and submit TSP performance report based on indicators defined by the PSDF.
- The third-party monitoring firm shall ensure strict data security and confidentiality protocols throughout the assignment. All data collected, stored, processed, or shared as part of this engagement must be securely managed. The firm shall not disclose any project-related information to external parties without prior written consent from PSDF.

5. Deliverables and Time Frame

The duration of the contract will be **twelve (12) months**. The project will commence upon the approval of the proposal and the signing of the agreement between the Consulting Firm/Company and PSDF. The list of TSPs will be communicated to the selected monitoring consulting company/firm for this assignment once the institutes are finalized.

The following are the tentative details of the assignment. The number of locations, classes, or visits may increase if new projects are initiated during the contract period. In such cases, the per-visit cost will remain unchanged, as finalized and agreed upon for this procurement process.

Statistics	Multiple Vocational Training Schemes
Tentative Total no of trainees	Up to 7,000
Duration	The contract will be for a duration of twelve (12) months.
Tentative Monitoring Visits	
Tentative number of classes	<p>Around – 230 classes (approximately 50% female classes depending upon project)</p> <ul style="list-style-type: none"> Online classes: 70 to 80 Onsite classes: 150 to 160
Trainees per class	<p>Onsite: Around 20-25 trainees per class (according to availability of Lab / workshop facilities)</p> <p>Online: Around 40 trainees per class</p>
Number of Locations	<p>Monitoring Coverage Onsite: The assignment will initially cover approximately 24 training locations within Punjab related to this assignment. The following are the tentative details of the assignment. The number of locations, classes, or visits may increase if new projects are initiated during the contract period. In such cases, the per-visit cost will remain unchanged, as finalized and agreed upon for this procurement process.</p>
Number of Visits	<p>Onsite: 20 to 25</p> <p>Online: approximately 150</p>
Estimated time of monitoring in one class	About 40 minutes
Shifts/Timings:	Morning & Afternoon-Evening
Class Monitoring Requirements:	<p>Female monitors for female classes</p> <p>Male classes can be monitored by either of the gender</p>
Number of visits per class during a month:	<p>Approximately:</p> <ul style="list-style-type: none"> Onsite Monitoring: Approximately 1 to 2 visits per class Online Monitoring: Up to 8 visits per class per month <p>Depending on PSDF's monitoring business rules.</p>
Monitoring of material distribution such as tool kits, Computers etc. (where Applicable)	Sample based monitoring (where applicable, if any such scheme is implemented)
Monitoring of on-job-training (where Applicable)	Sample based monitoring (where applicable, if any such scheme is implemented)
Monitoring Forms and Monitoring Reports	<p>PSDF prescribed business rules, forms and guidelines to be used for monitoring</p> <p>PSDF prescribed report format to be used for monitoring reports</p>

Frequency of reporting and submission	<ul style="list-style-type: none"> • Third Party Monitoring Firm shall submit a comprehensive monthly monitoring report, consolidating findings from all field visits through AMS. • Center inspection reports shall be submitted as and when required by PSDF or based on specific circumstances. • Serious violations identified during field activities shall be reported immediately, in line with PSDF's established business rules and escalation protocols. • Quarterly analytical reports shall be submitted, incorporating both qualitative and quantitative analyses, along with comparative insights. • Monthly trainee perception reports shall be submitted by Third Party Monitoring Firm, based on standardized tools and feedback mechanisms. • TSP performance report as per the requirement of PSDF • A quarterly TSP progress report (Dashboard) shall be submitted in accordance with the defined reporting framework and guidelines.
---------------------------------------	--

6. Managerial Capability/Staff Proposed

Designation	No. of required Positions	Qualification & Experience	Man-Months
Project Lead:	01	<ul style="list-style-type: none"> • Master's degree (or equivalent) in Social Sciences or Business Education 7 years of experience demonstrating leadership in project execution, donor coordination, and stakeholder engagement is required. 	12 months (Intermittent basis)
M&E Specialist:	01	<ul style="list-style-type: none"> • Master's degree (or equivalent) in Social Sciences or a related field with 5 years of experience in designing and implementing M&E projects. 	12 months (Intermittent basis)
IT Project Lead:	01	<ul style="list-style-type: none"> • Bachelor's degree (or equivalent) in Computer Sciences or a related field with 5 years of experience in leading IT projects i.e. system/software development or database management or digital solutions. 	12 months (Intermittent basis)
Field Monitors:	08 to 10	<ul style="list-style-type: none"> • Bachelor's degree (or equivalent) in Social Sciences with 1–2 years of experience in field monitoring or data collection or familiarity with field-based reporting tools. 	12 months (Intermittent basis)

Note: The above-mentioned team will be required at the stage of issuing the Request for Proposal (RFP) document. PSDF may reserves the right to change the above-mentioned team (if required).

7. Professional Liability of Consultant

PPRA rule 54 will be followed as mentioned below:-

- The consultant firm selected and awarded a contract shall be liable for the consequence of errors or omissions on the part of the consultant.

- ii. The extent of liability of the consultant shall form part of the contract and such Liability shall not be less than remunerations nor it shall be more than twice the remunerations.
- iii. The procuring agency may demand insurance on part of the consultant to cover the liability of the consultant and necessary costs shall be borne by the consultant.
- iv. The consultant shall be held liable for all losses or damages suffered by the procuring agency on account of any misconduct by the consultant in performing the consulting services.

8. Role of Client Agency

The client will monitor that the consultant is performing the duties as mentioned by ToRs. The final responsibility to the extent of successful implementation of contract agreement in context of both the technical and financial aspects.