

## ***National Rural Support Programme***

# **Expression of Interest for Hiring of Private Sector Firm/Institution for Providing Technical and Vocational Trainings under NPGP Punjab**

**Ref No: PAK-2000001467-0067-CS-QCBS**




**Issue Date: 4<sup>th</sup> February, 2024**

# Foreword

This document has been prepared by National Rural Support Programme and is based on the 1<sup>st</sup> edition of the IFAD-issued standard procurement document for expression of interest available at [www.ifad.org/project-procurement](http://www.ifad.org/project-procurement). This bidding document is to be used for the procurement of services using quality and cost-based selection (QCBS) in projects financed by IFAD.

IFAD does not guarantee the completeness, accuracy or translation, if applicable, or any other aspect in connection with the content of this document.

## (NEWSPAPER ADVERTISEMENT)

 Investing in rural people		National Poverty Graduation Programme	 National Rural Support Programme
<b>REQUEST FOR EXPRESSIONS OF INTEREST</b> <b>(TRAINING SERVICE PROVIDER)</b>			
<b>Assignment Title: Hiring of Private firms/Institutions for providing Technical and Vocational Skills Training (TVST) under NPGP Sindh and Punjab</b>			
<p>The Federal government is implementing a National Poverty Graduation Programme (NPGP) with financing from the International Fund for Agricultural Development (IFAD). The program is being implemented through 7 Partner Organizations (POs)—including NRSP in 23 districts of Pakistan. A PMU has been established under the Ministry of Poverty Alleviation and Social Safety Nets (PASS) for this purpose. NRSP intends to train approx. 1,800 beneficiaries (850 in Sindh, 950 in Punjab) through private sector training service providers (TSPs) as per details provided in the EOI document.</p> <p>NRSP now invites expression of interest (EOI) from legally constituted consulting firms/TSPs (not individual consultants) (“consultants”) to impart technical and vocational skill training to target beneficiaries in the districts of Badin, Thatta &amp; Sujawal (Sindh) and D.G. Khan, Layyah &amp; Jhang (Punjab). The interested TSPs are required to demonstrate that they have the required qualifications and demonstrate relevant experience to perform the required services. TSPs shall be selected for each province separately through Quality and Cost Based Selection (QCBS) method in accordance with the IFAD Procurement Guidelines/Procurement Handbook. <a href="http://www.ifad.org">www.ifad.org</a></p> <p>Interested TSPs may obtain further information from the numbers given below during office hours (0930-1630 hours) from Monday to Friday or via email <a href="mailto:procurement@nrsp.org.pk">procurement@nrsp.org.pk</a></p> <p><b>Separate EOI should be submitted for each province.</b> A TSP may submit EOI for one or more lots per its technical and administrative capacity. The EOIs shall be evaluated accordingly for each province following this lot-wise approach. The interested TSPs should review the preliminary TORs—including the evaluation criteria before preparing the EOIs. Detailed EOI document for each province can be downloaded from NRSP's website <a href="https://nrsp.org.pk/tenders/">https://nrsp.org.pk/tenders/</a>.</p> <p>The EOI documents must be submitted in hard form and soft copy (PDF version) of complete EOI on USB to the following address by clearly mentioning “<b>Assignment Name &amp; Province</b>” on top right corner of the envelope, not later than <b>19<sup>th</sup> February, 2024 till 3:00 pm</b> local time.</p> <p><b>Procurement Section - National Rural Support Programme, 7, Sunrise Avenue, Park Road, Chak Shahzad, Near COMSATS University, Islamabad. Ph: 051-8746170-3. Email: <a href="mailto:procurement@nrsp.org.pk">procurement@nrsp.org.pk</a></b></p>			

Published on Sunday 4<sup>th</sup> Feb, 2024 in daily the Dawn (Nationwide) and Daily the Jang (Nationwide)

## Instructions to Consultants<sup>1</sup>

Reference Number: PAK-2000001467-0067-CS-QCBS

4<sup>th</sup> February, 2024

### Hiring of Private Sector Firm/Institution for Providing Technical and Vocational Trainings under NPGP Punjab

1. The National Rural Support Programme (NRSP) has received financing from the International Fund for Agricultural Development (“the Fund” or “IFAD”) towards the cost of National Poverty Graduation Programme (NPGP) (“the client” or “procuring entity”), and intends to apply part of the proceeds for the recruitment of consulting services, for which this REOI is issued.

The use of any IFAD financing shall be subject to IFAD’s approval, pursuant to the terms and conditions of the financing agreement, as well as IFAD’s rules, policies and procedures. IFAD and its officials, agents and employees shall be held harmless from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature brought by any party in connection with NPGP.

2. This request for expressions of interest (REOI) follows the REOI was advertised in daily the Dawn (Nationwide) and Daily the Jang (Nationwide) newspaper on Sunday 4<sup>th</sup> February, 2024.
3. The client now invites expressions of interest (EOIs) from legally constituted consulting firms (not individual consultants) (“consultants”) to provide Hiring of Private Sector Firm/Institution for Providing Technical and Vocational Trainings under NPGP Punjab. More details on these consulting services are provided in the preliminary terms of reference (PTOR) attached as **Annex 1**. The consultant may sub-contract selected activities provided that said services do will not exceed 20% of the total consultancy work.
4. Before preparing its EOIs, the consultant is advised to review the preliminary terms of reference attached as **Annex 1**, which describe the assignment and **Annex 2** that details the evaluation of the technical qualifications.
5. The consultant shall not have any actual, potential or reasonably perceived conflict of interest. A consultant with an actual, potential or reasonably perceived conflict of interest shall be disqualified unless otherwise explicitly approved by the Fund. A consultant including their respective personnel and affiliates are considered to have a conflict of interest if they a) have a relationship that provides them with undue or undisclosed information about or influence over the selection process and the execution of the contract, b) participate in more than one EOI under this procurement action, c) have a

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<sup>1</sup> This document refers to legally constituted consulting firms as “consultant”.

business or family relationship with a member of the client's board of directors or its personnel, the Fund or its personnel, or any other individual that was, has been or might reasonably be directly or indirectly involved in any part of (i) the preparation of this expression of interest, (ii) the selection process for this procurement, or (iii) execution of the contract. The consultant has an ongoing obligation to disclose any situation of actual, potential or reasonably perceived conflict of interest during preparation of the EOI, the selection process or the contract execution. Failure to properly disclose any of said situations may lead to appropriate actions, including the disqualification of the consultant, the termination of the contract and any other as appropriate under the IFAD Policy on Preventing Fraud and Corruption in its Projects and Operations<sup>2</sup>.

6. All consultants are required to comply with the Revised IFAD Policy on Preventing Fraud and Corruption in its Activities and Operations (hereinafter, "IFAD's Anticorruption Policy") in competing for, or in executing, the contract.
- a. If determined that a consultant or any of its personnel or agents, or its sub-consultants, sub-contractors, service providers, suppliers, sub-suppliers and/or any of their personnel or agents, has, directly or indirectly, engaged in any of the prohibited practices defined in IFAD's Anticorruption Policy or integrity violations such as sexual harassment, exploitation and abuse as established in IFAD's Policy to Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse<sup>3</sup> in competing for, or in executing, the contract, the EOI may be rejected or the contract may be terminated by the client.
  - b. In accordance with IFAD's Anticorruption Policy, the Fund has the right to sanction firms and individuals, including by declaring them ineligible, either indefinitely or for a stated period of time, to participate in any IFAD-financed and/or IFAD-managed activity or operation. The Fund also has the right to recognize debarments issued by other international financial institutions in accordance with its Anticorruption Policy.
  - c. Consultants and any of their personnel and agents, and their sub-consultants, sub-contractors, service providers, suppliers, sub-suppliers and any of their personnel and agents are required to fully cooperate with any investigation conducted by the Fund, including by making personnel available for interviews and by providing full access to any and all accounts, premises, documents and records (including electronic records) relating to this selection process or the execution of the contract and to have such accounts, premises, records and documents audited and/or inspected by auditors and/or investigators appointed by the Fund.
  - d. Consultants have the ongoing obligation to disclose in their EOI and later in writing as may become relevant: (i) any administrative sanctions, criminal convictions or temporary suspensions of themselves or any of their key personnel or agents for

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<sup>2</sup> The policy is accessible at [www.ifad.org/anticorruption\\_policy](http://www.ifad.org/anticorruption_policy).

<sup>3</sup> The policy is accessible at <https://www.ifad.org/en/document-detail/asset/40738506>.



fraud and corruption, and (ii) any commissions or fees paid or to be paid to agents or other parties in connection with this selection process or the execution of the contract. As a minimum, consultants must disclose the name and contact details of the agent or other party and the reason, amount and currency of the commission or fee paid or to be paid. Failure to comply with these disclosure obligations may lead to rejection of the EOI or termination of the contract.

- e. Consultants are required to keep all records and documents, including electronic records, relating to this selection process available for a minimum of three (3) years after notification of completion of the process or, in case the consultant is awarded the contract, execution of the contract.
7. The Fund requires that all beneficiaries of IFAD funding or funds administered by IFAD, including the client, any consultants, implementing partners, service providers and suppliers, observe the highest standards of integrity during the procurement and execution of such contracts, and commit to combat money laundering and terrorism financing consistent with IFAD's Anti-Money Laundering and Countering the Financing of Terrorism Policy.<sup>4</sup>
8. **Procedure:** the selection process will be conducted using quality and cost-based selection as laid out in the IFAD procurement Handbook that can be accessed via the IFAD website at [www.ifad.org/project-procurement](http://www.ifad.org/project-procurement). The client will evaluate the EOIs using the criteria provided in **Annex 2**. The shortlisted consultant(s) will be provided with the detailed TORs and asked to submit a detailed technical and financial offer. The evaluation will include a review and verification of qualifications and past performance, including a reference check, prior to the contract award.
9. Consultants may associate with other firms to enhance their qualifications but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.
10. Any request for clarification on this EOI including the PTOR should be sent via e-mail to the address below no later than 3:00pm 9<sup>th</sup> February, 2024 local time (PST). The client will provide responses to all clarification requests by 3:00pm 12<sup>th</sup> February, 2024 local time (PST).
11. **Submission Procedure:** please submit your expression of interest using the forms provided for this purpose. Your EOI should comprise one (1) original copy of each EOI form annexed to this document. EOIs shall be submitted to the address below no later than 3:00pm 19<sup>th</sup> February, 2024 local time (PST).  
(EOI Ref No: PAK-2000001467-0067-CS-QCBS)  
Procurement Section - National Rural Support Programme,

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<sup>4</sup> The policy is accessible at <https://www.ifad.org/en/document-detail/asset/41942012>.

7 Sunrise Avenue, Park Road, Chak Shahzad,  
Near COMSATS University, Islamabad.  
Ph: 051-8746170-3. Email: [procurement@nrsp.org.pk](mailto:procurement@nrsp.org.pk)

**Form EOI-1**  
**(To be provided on firm/institution letterhead)**  
**EOI Submission Form**

*[Location, date]*

*[Authorized official]*

**Re: Hiring of private firms/Institutions for providing Technical  
and Vocational Skills Training (TVST) for NPGP Punjab**

**Ref: PAK-2000001467-0067-CS-QCBS**

We, the undersigned, declare that:

1. We are expressing our interest in providing the consulting services for the above-mentioned assignment and have no reservations to the REOI, the instructions to the consultants and any addenda thereto.
2. Our expression of interest is open for acceptance for a period of ninety (90) days.
3. Our firm, its associates, including any subcontractors or suppliers for any part of the contract, have not been declared ineligible by the Fund and have not been subject to sanctions or debarments under the laws or official regulations of the client's country or not been subject to a debarment recognized under the Agreement for Mutual Enforcement of Debarment Decisions (the "Cross-Debarment Agreement")<sup>5</sup>, beyond those declared in paragraph 9 of this EOI submission form.
4. We acknowledge and accept the IFAD Revised Policy on Preventing Fraud and Corruption in its Activities and Operations. We certify that neither our firm nor any person acting for us or on our behalf has engaged in any prohibited practices as provided in ITC Clause 6. Further, we acknowledge and understand our obligation to report to [anticorruption@ifad.org](mailto:anticorruption@ifad.org) any allegation of prohibited practice that comes to our attention during the selection process or the contract execution.
5. No attempt has been made or will be made by us to induce any other consultant to submit or not to submit an EOI for the purpose of restricting competition.
6. We acknowledge and accept the IFAD Policy on Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse. We certify that neither our firm nor any person acting for us or on our behalf has engaged in any sexual

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<sup>5</sup> The Cross-Debarment Agreement was entered into by the World Bank Group, the Inter-American Development Bank, the African Development Bank, the Asian Development Bank and the European Bank for Reconstruction and Development, additional information may be located at: <http://crossdebarment.org/>.



harassment, sexual exploitation or abuse. Further, we acknowledge and understand our obligation to report.

7. The following commissions, gratuities, or fees have been paid or are to be paid with respect to the selection process: *[Insert complete name of each recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity.]*

Name of Recipient	Address	Reason	Amount	Currency

(If none has been paid or is to be paid, indicate “none.”)

8. We declare that neither our consulting firm nor any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners have any actual, potential or perceived conflict of interest as defined in ITC Clause 5 regarding this selection process or the execution of the contract. *[insert if needed: “other than the following:” and provide a detailed account of the actual, potential or perceived conflict]*. We understand that we have an ongoing disclosure obligation on such actual, potential or perceived conflicts of interest and shall promptly inform the client and the Fund, should any such actual, potential or perceived conflicts of interest arise at any stage of the procurement process or contract execution.
9. The following criminal convictions, administrative sanctions (including debarments) and/or temporary suspensions have been imposed on our consulting firm/institution and/or any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners:

Nature of the measure (i.e., criminal conviction, administrative sanction or temporary suspension)	Imposed by	Name of party convicted, sanctioned or suspended (and relationship to the consultant)	Grounds for the measure (i.e., fraud in procurement or corruption in contract execution)	Date and time (duration) of measure

If no criminal convictions, administrative sanctions or temporary suspensions have been imposed, indicate “none”.

10. We acknowledge and understand that we shall promptly inform NRSP about any material change regarding the information provided in this EOI submission form.
11. We further understand that the failure to properly disclose any of information in connection with this EOI submission form may lead to appropriate actions, including our disqualification as consultant, the termination of the contract and any other as appropriate under the rules and law.
12. We understand that you are not bound to accept any EOI that you may receive.

*[Authorized signatory]*

*[Name and title of signatory]*

*[Name and address of firm/Institution ]*

**Form EOI-2**  
**(To be provided on firm/institution letterhead)**

**Organization of the Consultant**

**Re: Hiring of private firms/Institutions for providing Technical and Vocational Skills Training (TVST) for NPGP Punjab**

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*[Provide a brief description of the background and organization of your firm/entity and of each associated firm/institution for this assignment. Include the organization chart of your firm/entity. The EOI must demonstrate that the consultant has the organizational capability and to carry out the assignment. The qualifications document shall further demonstrate that the consultant has the capacity to field and provide experienced replacement personnel on short notice. Key staff CVs are not required at the shortlisting stage.]*

Name of the firm/Institution	
Date of establishment of Institute	
Country of registration	
NTN and SST numbers and copy of certificates	
Full address of the firm/institution	
Focal point: name, position, contact information (telephone, email):	Name:
	Cell No:
	Email:
Number of branches in the country	

List of directors/partners of the firm/institution with their CNIC numbers.	
Number of full-time employees	
Number of part-time employees	
Field(s) of expertise of the firm/institution	
Number of professional staff with experience related directly to the assignment	
Subsidiary and associated companies ( <i>wherever applicable</i> ): (Details in the following format to be provided for all associates) – (i) Name of the company (ii) Nature of business (iii) Address of the company (iv) Website of the company (v) Brief description of company (maximum of 120 words)	
Any other information that the consultant would like to add:	

**Maximum 10 pages**

## Form EOI-3

(To be provided on firm/institution letterhead)

### Experience of the Consultant

**Re: Hiring of private firms/Institutions for providing Technical and Vocational Skills Training (TVST) for NPGP Punjab**

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*[Using the format below, provide information on each relevant assignment for which your firm/institution, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under the preliminary terms of reference included in this EOI. The EOI must demonstrate that the consultant has a proven track record of successful experience in executing projects similar in substance, complexity, value, duration, and volume of services sought in this procurement.]*

**Maximum 30 pages]**

**B: Relevant Experience**

- i. Relevant Experience (Applicant has been in existence for a minimum of 5 years, registration certificate must be attached as evidence)
- ii. Relevant Experience (Applicant has successfully executed similar project/Trainings)

**C: Geographical Presence & office setup**

**D: Associated Human Resources**

**1) Experience in Implementation of Projects \***

#	Project Title	Donor /Client	Year	Key Activities	Role of firm/institution (Facilitator or Implementer)	Budget
1						
2						
3						
4						
5						

Note: Please attached completion certificates/ evidence of the implemented projects

**2) Training Experience**

Training Name	Duration	Curriculum	Total Hours	Total Person Trained	Total	Participants age range	Location	Year	Average Unit Cost
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	Month s	Yes/No		Online			In person			(online + in-person)				
				M	F	T	M	F	T					

3) What was trainee's Mobilization Strategy?

4) How did you conduct training and retain the trainees till completion?

5) How did you evaluate the participant's performance during training?

6) What was employment/self-employment/apprenticeship/placement strategy?

7) Explain the result apprenticeship/attachment.

8) What is the employment/self-employment ratio of the TVST graduates that you have trained in the last 2 years? (with evidences)



9) Whether firm/institution is certified from National Vocational and Technical Training Commission (NAVTTTC) or other certification bodies (provincial and/or national structures) in line with the National Vocational Qualification Framework (NVQF) or using certified curriculum of National registered bodies?

10) How you will facilitate TVST graduates for job placement? (Please explain whole process)

11) Do you have in house expertise to conduct basic enterprise development trainings as well? (Please share EDT Training curriculum)

**C: Geographical presence**

**1) List of offices/training facilities/centers**

**D: Associated Human Resources**

**List of pool of instructors, finance, administration etc. for this assignment with experience and organization chart**

Name of Firm/institution: \_\_\_\_\_

ANNEX 1  
PRELIMINARY TERMS OF REFERENCE

***National Rural Support Programme***

**Preliminary Terms of Reference for  
Consulting Services**

for

**Hiring of Private Sector Firm/Institution  
for Providing Technical and Vocational  
Trainings under NPGP Punjab**

Ref: PAK-2000001467-0067-CS-QCBS

# **Preliminary Terms of Reference (PTOR)**

## ***Hiring of Private sector Firm/Institution for Intangible Assets (Technical and Vocational Trainings) under NPGP Punjab.***

### **1. Client**

The client for this assignment is National Rural Support Programme (NRSP).

### **2. Country background**

The International Fund for Agricultural Development (IFAD) and the Government of Pakistan (GOP) have joined hands around the implementation of an evidence-based graduation model. The National Poverty Graduation Programme (NPGP) is organizing poor rural people into functional communities and rescuing them from the depths of poverty by empowering them with sustainable sources of income generation effectively. Enabling them to enhance their socio-economic wellbeing.

On the ground, NPGP with the financial and technical assistance of IFAD-GOP are doing this by uplifting ultra-poor and extremely poor families in Pakistan through building self-reliance, improved livelihoods, and transfer of marketable skills.

NPGP Project Management Unit (PMU) will continue expanding its multi-faceted integrated marketing communications campaign to support and promote targeted Knowledge Management products and showcasing as how through our work the:

- families are able to feed themselves and contribute to overall food security
- parents and children have decent nutrition and health
- economic security is created in rural communities
- women, indigenous peoples, and other disadvantaged groups are empowered
- young women and men are choosing to build businesses in their rural communities
- rural people are becoming more resilient to climate shocks.

NPGP Partners will be strategizing the communications keeping in mind the restrictions of the COVID 19 pandemic. The PMU aims to adopt innovative methods and new technology to promote this Programme for key audiences 1) Rural Communities 2) the Government and 3) the Donor Community.

### **3. Background on project**

IFAD, with its partners I has attempted pilots on poverty graduation through various projects. The earliest pilot was conducted in Microfinance Innovation and Outreach Programme (MIOP) implemented by PPAF, and independent assessments on these pilots have shown that the right mix of responsive interventions, tailored to each poor family's situation, and backed by strong social mobilization support, helps the poor to graduate out of poverty sustainably. Elements of same approach were later tested in the ongoing Southern Punjab Poverty Alleviation Programme (SPPAP) which has again demonstrated the viability of such an approach.

The Government of Pakistan through the Benazir Income Support Programme (BISP) has been running one of the world's largest social protection programme since 2008. BISP's beneficiary number of monthly cash transfers stood at 5.4 million households costing US\$ 1.2 billion to the government in 2016. Despite this large financial outlay, the small amount of assistance without any other complementary support/intervention, has not resulted in any reduction in number of recipient households. GoP/BISP from the very start have been conscious of the necessity of poverty graduation interventions and attempted two programmes under BISP – Waseela-i-Haq and Waseela-i-Rozgar but both were subsequently closed prematurely due to unsatisfactory results. The need and desire to graduate the poor, however, remains.

There is now an ongoing dialogue between BISP and partner donor agencies on the possibility of starting a poverty graduation programme either under the aegis of BISP or in close coordination with BISP which could lead to incremental reductions in the number of BISP recipients, that is result in an incremental increase in number of poor households graduating out of poverty sustainably.

Given the huge geographical, ethnic, and socio-political diversity in Pakistan, there is need to develop a scaled up national model of poverty graduation, building on already piloted successful approaches, that would clearly demonstrate to the Government and its development partners the efficacy and feasibility of such an approach for further expansion. The model would be implemented in close collaboration and regular dialogue with BISP and other development partners.

NPGP supports the Government's social protection programme by providing a poverty graduation approach for the poorest households in over 1,600 of the 6,000 Union Councils in the country. It assists ultra or very poor household (those who fall in the poverty scorecard range 0-23) to lift them out of poverty (attain a score of 35 or above) on a sustainable basis (stay in non-poor condition for over three years). The approach involves building the skills and productive asset base of the beneficiary households through grant support, assisting in accessing secure employment or starting a micro-enterprise through the Government of Pakistan's Interest Free Loan scheme or getting engaged in a value chain and bringing the beneficiary to a level where s/he can access formal interest-bearing sources of capital. A strong social mobilization and handholding approach at individual and community level underpins the whole concept. Communities with a large number of such households are targeted and also supported through such community infrastructure investments that directly and indirectly contribute to poverty graduation endeavors at the household level.

#### **4. Background of the assignment**

National Rural Support Programme (NRSP), with the financial support of International Fund for Agriculture (IFAD) is implementing a six years (2019-2025) National Poverty Graduation Programme (NPGP). The aim of the NPGP Programme is to assist the ultra-poor and very poor in graduating out of poverty on a sustainable basis; simultaneously improving their overall food security, nutritional status and resilience to climate change.

The NPGP Programme is being implemented in three districts of Punjab D.G. Khan, Jhang and Layyah.

Programme objectives will be achieved through various livelihood and awareness level interventions in which one of the interventions will be achieved through provision of Technical and Vocational Skills Training (TVST) to 950 community members. This is one of the key activities under the NPGP, the training will be provided to the youth (female and male) age between 18 to 29 with BISP baseline Poverty Score Card from 0-23.

NPGP Programme intends to engage Private Training Service Providers (TSP) to design and implement demand driven and accredited training programmes as per National Vocational Qualification Framework (NVQF) that provide open access to the Labour market and enhance income generating opportunities, with regards to (self & waged) employment.

This will reduce poverty, improve ecologically sustainable income opportunities, and access to services for poor and marginalized people of the programme districts. The trainings will be non-residential with the aim of improving their ability to find work, progress in current employment or establish their own enterprise.

The technical and vocational skills training services will be acquired per trainees cost basis under competitive negotiate procedure for procuring services. TSPs may comprising private institution, not-for-profit organizations and institutions with demonstrated ability, capacity and outreach to implement the Programme of this nature and scale would be eligible to participate.

NPGP Punjab districts with district wise number of tentative participants to be trained is given below:

Name of Province	Name of District	No. of Participants (Approx)
Punjab	D.G Khan	470
	Jhang	300
	layyah	180
	<b>Total</b>	<b>950</b>

Technical and Vocational Skills Trainings will be provided with a particular focus on youth from the remote areas (both uneducated as well as those who could not pursue higher education) by equipping them with the skills required in the local, national and international market, Under the NPGP Punjab Programme, a total of 950 will receive Technical and Vocational Skills Training (TVST).

The target groups members of the beneficiary households in the productive age group will be given appropriate types of vocational, skill or technical training to enhance their employability consist of those that have:

- Youth (female and male) age between 18 to 29
- BISP beneficiary with baseline Poverty Score of 0-23

## 5. Overall objectives

The overall objective is enabling the rural poor and especially women and youth to realize their development potential and attain a higher level of social and economic wellbeing through a proven flexible and responsive menu of assistance.

The key result indicators for the development objective are:

- 60% of poorest households (provided with asset transfers (0-18) move to a higher score on PSC (including WHHs); out of which 20% move out of poverty altogether (over 23 on the PSC)
- 60% of households experience 30% or more increase in income as a result of productive use of assets and access to working capital.

## 6. Objectives of the assignment

The assignment is aimed at enhancing community members' capacity to integrate with value chains, developing business and social enterprises, and service providers to support economic activities and solve social issues, and link up with vocational and technical skills that lead to employment. A concerted effort will be made to create platforms to support and promote economic activities, and a special focus will be on women, youth, and persons with disabilities.

The Intangible Asset (vocational training) should henceforth focus on the youth (under 29 years old) from PSC 0-23 households, including BISP beneficiary households and separate budget provision be made for this. Each Intangible Asset beneficiaries should also benefit from an IFL. Therefore, the target group of NPGP for tangible assets is 0-17 while for intangible assets the target group will from PSC 0-23. The PSC is based on the PMT calculated under old BISP survey. However, when BISP will provide the revised PMT thresholds based on the recent survey, the revised PMT ranges for targeting will be submitted to PSC for approval and to IFAD for seeking NO on revised targeting.

Once households falling within the threshold are identified through the PSC and community validation process, each will be supported to develop livelihood investment plans that help identify potential areas of improvement and income enhancement based on current skills and resources available. This will also help determine what kind of package best suits their situation to help them to move up the poverty ladder.

## 7. Scope of work

The technical and vocational skills trainings will be done by Private TVST Service Provider(s) (TSPs) fully accredited by National Vocational and Technical Training (NAVTTTC) or other certification bodies (provincial and/or national structures) or using accredited curriculum of certificated bodies and able to issue certificates from that body.

TSPs will be selected through competitive bidding process, following the IFAD procurement rules and guidelines, once for the period till completion of the NPGP. This will serve following two purposes:

- To ensure that operations comply with the IFAD and NRSP awarding principles; and
- To obtain the quality of services, at the best possible price

#### **Detail Work**

- TSP will propose suitable technical and vocational training trades already identified or the need emerging in future (in the light of market demand) with duration at least 90 Days and minimum of 15-20 numbers of participants in a single event.
- All trainings will be non-residential and preferably in the respective NPGP districts. This may require the TSP to set up TVST satellite facilities/ workshops in the Programme districts, if already not existing.
- The TSP will develop training plans according to the training calendar received from the client and share the final date, venue, and information about the logistic arrangements made for the training.<sup>6</sup>
- The client will share the final training plan with the concerned NRSP District Capacity Building / HRD Officer who will further inform the selected trainees, get their confirmation and inform TSP accordingly. In case of any changes in the training plan the client/trainees should be informed well before time.
- The TSP will use NAVTTC certified curriculum or other certification bodies (provincial and/or national structures) further customized to a minimum of 90 days' duration in keeping with NPGP requirements.<sup>7</sup> In addition, the trainers for all training trades should also be qualified and certified with adequate experience of classroom training as well as practical training.
- The TSP will arrange and conduct the training accordingly. While conducting the training the TSP will follow the quality standards and documentation required and agreed in the contract agreement between client and the TSP. (Quality/ monitoring checklist will share at later stage)
- During the training, participants will also be trained on business management skills and how to find employment in the job market. (EDT manuals will share by TSP)
- The TSP will share a list of trainees stating their status of training (completion or drop-out) with client.
- The TSP will ensure all required training arrangements, documentation and reporting required, given in their contract, will be maintained and timely shared with client.
- The TSP to arrange testing and certification through recognized public/private authority/ bodies, as per project requirement and agreed plan at the end of the training for all the trainees.
- The TSP to ensure implementation of theoretical and practical parts of training (practical work should be around 80% of the allocated training time per day). (must be reflected in curriculum with time allocation)
- The TSP to fulfill functions and realize key deliverables as per Terms of Reference (ToRs).
- Trainer's performance evaluation<sup>8</sup> to be conducted on a weekly basis or as agreed by the TSP. (will be part of every training report)
- Trainees' learning evaluation to be conducted on weekly or fortnightly basis or as agreed by TSP and shared with client. (will be part of every training report)
- List of training facilities, equipment, modules/manuals/handbooks (with time allocation 80% practical and 20% theoretical) and staff to be shared by the TSP before the start of all the batches.
- The TSP to ensure satisfactory administrative and logistical support through provision of necessary operations services as required.
- Trainees graduated must obtain sufficient theoretical and practical training and are ready for employment.
- The TSP's performance will therefore be measured against the indicators outlined by client.

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6 Participants lists will share by National Rural Support Programme

7 TSP will share the 90 days curriculum with NRSP of each trade before start of training

8 Please share evaluation forms of Instructors and participants



- TSP will be responsible for the provision of tools, equipment and machinery (consumable and non-consumable), trade wise to the trainees while conduction of training.
- Display prominently banners/ sign boards along with logos of IFAD, Government of Pakistan, NPGP and NRSP at the training facilities and in the class rooms/workshops. (as per visibility guidelines)
- TSP will facilitate and provide access to client / IFAD monitoring teams.
- TSP will organize business management training and eventually trained participant will prepare business plans at the end of training. (Please share business plan format)
- TSP will share business plans hard copies (signed by participants) with Client with the final invoice for each batch.
- In addition to provision of technical training, TSP will also be responsible for counseling, confidence building, and health care during the training.
- TSP will be responsible for provision of first aid in case of accident and/or referral to a recognized nearby hospital.
- TSP will also introduce safety measures/equipment of each training.
- TSP will be responsible for placement of trainees for internship/on-the-job training (at least 01-week compulsory internship/on job training/attachment with associated business). (please share MOUs with local industries / employers)
- **TSP will be responsible for placement of at least 50% of trainees in formal/informal employment after the completion of training.**
- TSP will arrange simple graduation ceremony at the completion of each event in the presence of Client/NPGP staff.
- Establish system of reporting through hard, electronic copy and data management. Report requires;
  - Registration form.
  - Participants signed attendance sheet.
  - Evaluation of participants. (hard copies)
  - Training contents (with time allocation i.e. 80% practical and 20% theory)
  - Training schedule
  - Training instructors' profile.
- TSP will maintain separate bank account and financial records relating the assignment.
- TSP will establish linkages with job market and ensure placement of trained youth accordingly. (Please share job placement strategy)
- Special attention and arrangements for disable person(s).
- Submit registration form, participants signed attendance sheet report to the NRSP within 10 days after completion of each event.

## 8. Reports and schedule of deliverables

- 950 eligible participants to be trained in technical & vocational skills in line with the training course accredited by National Vocational and Technical Training (NAVTTTC) or other certification bodies (provincial and/or national).
- Inception report containing detailed work plan.
- Conduct Enterprise Development Training sessions with all participants.
- Provision of accredited body certificates to the successful trainees.
- Provision of reports (all event reports, trainees' evaluation report, business plans of all participants etc.) and required data on monthly basis.
- Project Completion Report

The TSP must also comply with the latest Communication and Visibility guidelines as per Project Implementation Manual for IFAD concerning acknowledgement of financing of the project.

## 9. TSP's qualifications and experience

Training Service provider qualification and experience is given below:

- TSP should be a registered institution with relevant Govt. authorities incorporated for at least five (5) years.

- TSP must have experience of two assignments offering similar services and have completed similar projects of at least 25 million and complexity. (please share project completion certificates or relevant evidences)
- TSP should propose a comprehensive approach, methodology, and work plan for the timely and effective completion of assignment.
- Good Ratio of waged-employment/self-employment of TVST graduates in last 2 years and methodology to help the fresh TVST graduates for jobs.
- Using certified curriculum from National Vocational and Technical Training Commission (NAVTTTC) or other certification bodies (provincial and/or national structures)
- In house expertise to conduct basic enterprise development training.
- Experience of training of rural youth will be an added advantage.
- Evidence of sound financial and organizational capacity.
- Institution should have relevant human resource such as instructors, finance person, administration etc. with adequate internal controls and governance structure.
- Should be flexible to adopt the new market-based trades at any stage during the assignment.
- Physical facilities (classroom, laboratories, workshops, library, storage, rooms etc) are either available or can be made available in NPGP districts as per client's requirements.
- Training institution /center is established in the locality where the participant could reach easily.
- Institution has intake capacity of participants as of this assignment.
- Ability to conduct multiple accredited courses simultaneously at various locations in all districts.

NRSP intends to get their trainees well trained in highly marketable five categories of trades. These categories have been divided into five lots.

- Lot 1:** Digital Skills Ecommerce and life skills, digital marketing, social media management and graphic designing etc.
- Lot 2:** LTV Driving, HTV Driving etc.
- Lot 3:** Building Electrician, Plumbing, Carpentry, Mason, Welding, Solar Panel Installation, Mobile Repair, motorbike repair, car/auto mechanic, AC Mechanic, etc.
- Lot 4:** Hospitality Industry, Restaurant Management, Professional Baking Products etc.
- Lot 5:** Home-made Products, Hand Embroidery, Textile Products, Basic Tailoring, Handloom, Beautician, and other market-oriented trades etc.

**The firm/institution. can apply for at least one Lot or more.**

District wise tentative list of trades are given below:

S#	Name of Trade	Lot No.	Layyah	Jhang	DG Khan	Total
1	Auto Mechanic	3	50	20	30	100
2	Beautician	5	30	10	40	80
3	Computer Course / Digital Skills	1	30	30	40	100
4	Driving	2	20	20	110	150
5	Electrician	3	50	20	70	140
6	Mobile Repairing	3	30	30	40	100
7	Plumber Training	3	20	15	15	50
8	Tailoring / Dress Designing / Abaya Design	5	50	20	80	150

S#	Name of Trade	Lot No.	Layyah	Jhang	DG Khan	Total
9	Welding Training	3	20	15	15	50
10	Hand Embroidery	5	0	0	30	30
<b>Total</b>			<b>300</b>	<b>180</b>	<b>470</b>	<b>950</b>

***Any new trade identified during the assignment will be from the above-mentioned lots.***

- TSP must not be blacklisted by any organization (private or Government, IFAD, UN, EU, USAID or INGO)
- TSP must have a valid NTN and on active tax payer of Federal board of revenue in the name of firm/institution.

Each TSP shall be required to propose key personnel/experts as part of its technical proposals—if it is selected for that stage of competition. Specific evaluation/scoring criteria shall also be included in the RFP document at that stage. Following is the tentative key positions that may be required depending on the selection of TSPs at EOI stage:

#### **Key expert 1: Team Leader (1)**

##### **Qualifications and skills**

Minimum of Master's Degree in Social Sciences, Project Management, or equivalent' from a recognized university is required.

##### **General professional experience**

Preferably 10 years of experience but a minimum of 5 years of experience in managing large scale TVST Programme in Pakistan.

Strong understanding of Technical Education and Vocational Training (TEVT) Programme in Pakistan, especially good understanding of the dynamics of Programme districts.

##### **Specific professional experience**

- Minimum of 5 years' experience in conducting TVST programmers/projects in Pakistan.
- Knowledge of market driven TVST trades in the context of Rural Punjab Pakistan.
- Excellent communication and presentation skills
- Able to meet deadlines and work under pressure
- Believe on teamwork

#### **Key expert 2: District Training Officers (3)**

##### **Qualifications and skills**

Minimum of master's degree in social sciences or Diploma (DAE).

##### **General professional experience**

A minimum of 5 years of designing and conducting Technical and Vocational Skills Training.

##### **Specific professional experience**

- Minimum of 5 years' experience in planning and implementing large scale Technical and Vocational Skills Training.
- Excellent planning and team management skills preferred.
- Excellent communication and presentation skill preferred.
- Able to meet deadlines and work under pressure required.
- Believe on teamwork

#### **Key expert 3: Training Instructors (According to Training Trade Lists)**

##### **Qualifications and skills**

Diploma (DAE) or equivalent'

**General professional experience**

A minimum of 5 years' of Technical and Vocational Skills Training conduction as instructor in her/his trade.

**Specific professional experience**

- Expertise of her/his training trade
- Expertise in training conduction
- Expertise to give training to illiterate persons
- Excellent communication and presentation skill
- Situation handling

**10. Location and period of execution**

The NRSPs has district offices in all the project districts. TSP must have satellite training centers in the project district or undertake to establish the training centers to cover 73 union councils of project districts i.e. D.G. Khan, Jhang and Layyah.

The intended start date from April, 2024 and the period of implementation of the contract will be May, 2025.

**11. Project coordination**

NRSP and its regional Programme officer of NPGP province will be the responsible body to manage the assignment.

**12. Services and facilities to be provided by client**

The client will provide the following facilitation to the TSP:

- List of potential trainees
- List of identified training trades (as mentioned above)
- Training calendar and share with the selected TSP in regular intervals on as and when needed.
- List of physically disabled men and women (while mentally disabled are not eligible for training client will identify disable, TSP will offer courses on the basis of disability)
- TSP will ensure to enroll only those persons who are in the list.

**13. Services and facilities to be provided by the consultant**

Client will not provide any capital items including office space, computer/laptop, vehicle, etc. while carrying out the assignment

## ANNEX 2

### Qualification and Evaluation Criteria

Item	Criteria	Points
For general and specific experience, evidence shall include scope of works during the last 5 years, successful experience in the execution of at least 2 types of trainings of a similar nature, list of projects with donors/clients, list of offices/training centers/facilities etc.		
<b>A.</b>	<b>Mandatory Requirements</b>	<b>Mandatory</b>
i	Registered with relevant Govt. Authority and being on the active tax payers list of Govt. of Pakistan along with NTN certificate (Please provide both documents)	<b>Mandatory</b>
ii	Experience in the execution of <b>at least 2 projects/ assignments</b> of a similar nature during the <b>last 05 years</b> . (Please attached completion certificates/ evidence of the implemented projects)	<b>Mandatory</b>
<b>B.</b>	<b>Relevant Experience</b>	
i	Evidence of experience of at least five years in management, designing and implementing of Technical and Vocational Training Services in similar settings (of national/provincial scale) with national and/or international agencies including UN agencies, World Bank, ADB, IFAD and others. a) Above 10 years' experience = 30 marks b) Six to 10 years' experience = 20 marks c) Five years' experience = 10 marks	30
ii	Have adequate knowledge and understanding about local and regional gender dynamics as well as understanding of context related to culture, security, rural life, and training of women and diverse participants especially in project area. a) Already worked in all the project districts = 5 marks b) Already worked in any of project districts = 3 marks c) Not worked in any of project districts = 0 marks	05
iii	NAVTTTC certification and/or use of NAVTTTC certified curriculum. a) Certified firm/institute = 15 marks b) Only using certified curriculum = 10 marks	15
iv	Completion certificates from the clients a) More than 5 completion certificates = 9 marks b) Between 3-4 completion certificates = 6 marks c) Between 1-2 completion certificates = 3 marks	9
v	In house expertise to conduct basic enterprise development training. (plz. share training manual and profile of EDT training instructors) a) Shared Manual and profile of training instructor = 10 marks b) Shared only manual or profile of training instructor = 5 marks	10
vi	MOU/Partnership with local employers (copies to be attached) a) More than 5 MOUs partnership agreements = 10 marks b) Between 3 – 4 MOUs partnership agreements = 5 marks c) Between 1 – 2 MOUs partnership agreements = 2 marks d) No MOUs partnership agreements = 0 marks	10
<b>C.</b>	<b>Geographical Presence &amp; office setup</b>	
i	Firm/institution must have out-reach directly or through other means across Pakistan especially in project districts. (Please list down the geographical	6

Item	Criteria	Points
	<p>presence of your firm/institution in the project districts with full address (es) and other contact details).</p> <p>a) All 3 districts = 6 marks</p> <p>b) In 2 districts = 4 marks</p> <p>c) In 1 district = 2 marks</p>	
<b>D.</b>	<b>Associated Human Resources</b>	
i	<p>Pool of Instructors, finance, and administration etc. available for this assignment.</p> <p>a) Above 10 team members = 15 marks</p> <p>b) Between 5 to 10 team members = 10 marks</p> <p>c) Less than 5 team members = 5 marks</p>	15
	<b>Total Points</b>	<b>100</b>
	<b>Minimum points required to pass</b>	<b>70 points</b>