

**REQUEST FOR PROPOSAL**  
**(RFP)**



**HIRING OF FIRM**

**FOR**

**THIRD PARTY EVALUATION OF**

**PRIME MINISTER'S YOUTH SKILL DEVELOPMENT PROGRAMME**

**PHASE-IV**

**2018**

**GOVERNMENT OF PAKISTAN**  
**NATIONAL VOCATIONAL AND TECHNICAL**  
**TRAINING COMMISSION**  
**5<sup>TH</sup> FLOOR, EVACUEE TRUST COMPLEX, F-5/1, AGHA KHAN ROAD,**  
**ISLAMABAD**

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## **Section 1: REQUEST FOR PROPOSALS FOREVALUATIONBIDDER**

1.1 National Vocational and Technical Training Commission (NAVTTTC) an apex body for Technical Education and Vocational Training (TVET), established as a body corporate under Section 3(3) of the NAVTTTC Act No. XV of 2011. In terms of the preamble of the Act, NAVTTTC has the mandate to *“provide for regulations, coordination and policy direction for vocational and Technical Training”* and is thus involved in policy making, strategy formulation, and regulation & revamping of TVET system.

1.2 Further to the strategic vision of National Vocational and Technical Training Commission, the Commission takes up trainings session/programs on the direction of the Federal Government. Prime Minister’s Youth Skill Development Program (PHASE-IV) has been approved by CDWP to train 100,000 youth (in two batches of 50,000 each) in TVET Institutes all over the country including AJK, GB and FATA. Under this project, minimum middle qualified youth within the age bracket of 18 to 40 will be imparted vocational training. The training program is free for all trainees. Under this program, the trainees would receive Rs. 3,000 as monthly stipend. The FATA trainees would receive Rs. 4,000 stipend per month. The program has been started from November 2017 at a cost of Rs. 6.169 billion.

1.3 NAVTTTC is currently considering hiring of a FIRM / UNIVERSITY/ RESEARCH ORGANIZATION hereinafter referred as the “Bidder” having specialization in TVET, Evaluation or Monitoring & Evaluation of different programs. Request for Proposal (RFP) is invited on the basis of the terms and conditions and terms of reference detailed in the document.

1.4 It is further informed that:

- i. Sealed bids are invited as per the mentioned Description of Services and Evaluation Criteria in the RFP.
- ii. FIRM should submit a single package containing two separate envelopes having TECHNICAL PROPOSAL and FINANCIAL PROPOSAL marked with Bold and Legible letters as per PPRA Rule 22(1) which is reproduced as follows:

*“The bids shall be submitted in a sealed package or packages in such manner that the contents are fully enclosed and cannot be known until duly opened”*

- iii. Technical Proposal shall contain the details as per the requirements & evaluation criteria mentioned in this Request for Proposal.
- iv. Financial proposal shall contain the details as per requirements mentioned in this Request for Proposal (RFP) and also the evaluation criteria.

- v. The Technical Proposals should reach NAVTTC Headquarters, 5<sup>th</sup> Floor, Evacuee Trust Complex, F-5/1, Agha Khan Road, Islamabad at 11:00 AM (Pakistan Standard Time) on 14<sup>th</sup> March, 2018.
- vi. Technical Proposals will be opened at 11:30 AM on 14<sup>th</sup> March, 2018, at NAVTTC HQs, 5<sup>th</sup> Floor, Evacuee Trust Complex, F-5/1, Agha Khan Road, Islamabad.
- vii. NAVTTC shall follow the Public Procurement Regulatory Authority Ordinance, 2002, and all Rules and Regulations made there under. Relevant legislation in this regard is available at ([www.ppra.org.pk](http://www.ppra.org.pk)).

#### **1.5 INFORMATION FOR BIDDER SUBMITTING RESPONSE TO RFP**

Name of Procuring Agency	National Vocational & Technical Training Commission (NAVTTC)
Last date for response submission:	14 <sup>th</sup> March, 2018 at 1100 Hours
Technical response Opening Date & Time:	14 <sup>th</sup> March, 2018 at 1130 Hours
Opening Place:	Planning & Development wing, NAVTTC HQs, 5th Floor, Evacuee Trust Complex, Agha Khan Road, F-5/1 Islamabad, Pakistan
Contact Person:	Deputy Director, Training, M&E, NAVTTC
Phone:	+92 51 904 4407
Fax:	+92 51 921 5149

## **Section 2: INFORMATION FOR BIDDERS**

2.1 National Vocational and Technical Training Commission has the responsibility to implement Prime Minister's Youth Skill Development Program. In order to evaluate post implementation phase as a third party evaluator, this Commission has decided to hire a BIDDER of national repute with relevant experience (proved through references) to help NAVTTC to accomplish its task within the prescribed time. NAVTTC will select a firm having a countrywide presence after an open, transparent bidding process, in accordance with 'Quality and cost based selection' by using Two stages – two envelop bidding procedure.

2.2 The BIDDERS should not be a blacklisted firm, permanently or temporarily according to SECP, PPRA or any governing body. The BIDDERS are required to provide an undertaking that they are not a blacklisted firm/ agency from any Government/ Private organization and the details which are being provided to NAVTTC are authentic and credible. The BIDDERS are also required to provide the proof that their organization is registered with any of the governing body of the Islamic Republic of Pakistan.

2.3 The BIDDERS are invited to submit a sealed package containing Technical Proposal and a Financial Proposal, in separate marked sealed envelopes as per PPRA Rules 36 (d). The proposal will be the basis for contract with the BIDDER.

2.4 Please note that (i) the costs of preparing the proposal and of negotiating the contract, including a visit to NAVTTC HQs or any Regional Offices (If any), are not reimbursable as a direct cost of the assignment; and (ii) NAVTTC is not bound to accept any of the proposals submitted.

2.5 NAVTTC requires that BIDDERS shall provide professional, objective, and impartial advice and at all times holds the Government of Pakistan (GOP) interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. BIDDERS shall not be hired for any assignment that would be in conflict with their prior or current obligations to other governments, any GOP office, or that may place them in a position of not being able to carry out the assignment in the best interest of Pakistan.

### **Section 3: CLARIFICATION AND AMENDMENT OF RFP DOCUMENTS**

#### **3.1 CLARIFICATION**

BIDDERS may request a clarification of RFP document not later than 5 days before the proposal submission date. Any request for clarification must be sent in writing by paper mail, facsimile, or electronic mail (duly signed) to NAVTTC's address given below. NAVTTC will respond by facsimile or electronic mail to such requests and will send written copies of the response (including an explanation of the query, but without identifying the source of inquiry) to all participating BIDDERS who intend to submit proposals.

The address for requesting clarifications is:

Deputy Director, Training (M&E)  
National Vocational & Technical Training Commission,  
NAVTTC HQs, 5<sup>th</sup> Floor, Evacuee Trust Complex,  
Agha Khan Road,  
F-5/1, Islamabad, Pakistan  
051-9044407

#### **3.2 AMENDMENT TO RFP**

At any time before the submission of proposals, NAVTTC may, for any reason, whether at its own initiative or in response to a clarification requested by an invited firm, amend the RFP. Any amendment shall be issued in writing through an addendum. NAVTTC shall post the addendum on its website and also send them by mail, facsimile, or electronic mail to all participating BIDDERS and will be binding on them. NAVTTC may at its sole discretion, extend the deadline for the submission of proposals.

The BIDDER shall advise, assist and provide full support to the NAVTTC on all steps necessary critical to successful implementation of Prime Minister's Youth Skill Development program.

#### **3.3 REGULATORY AND COMMERCIAL CONDITIONS/REQUIREMENTS**

For interpretation of any clause of this RFP, the decision of NAVTTC would be final and binding on the BIDDER.

The BIDDER shall be responsible for effective evaluation of the Prime Minister's Youth Skill Development Program (PHASE-IV).

The activities will be conducted as per the timeline detailed in Section 7.

### 3.4 PROCEDURE FOR SUBMISSION OF PROPOSALS

The proposal shall be evaluated in 3 phases: Eligibility, Technical and Financial. The proposal, therefore, shall comprise a covering letter (original and two photocopies along with the soft copy) in accordance with the eligibility criteria along with supporting documents.

Technical proposal (original and three photocopies along with the soft copy) as per Section 4 of this RFP, sealed in a separate envelope and complete in all respects with supporting documents and clearly marked as "**TECHNICAL PROPOSAL**" on the envelope.

Financial proposal (original and three photocopies) as per the requirements of this RFP, sealed in a separate envelope and complete in all respects and clearly marked as "**FINANCIALPROPOSAL**" on the envelope.

All the above documents shall be kept in a sealed envelope. This envelope shall bear the submission address, and clearly marked "Proposal for Selection of BIDDER to conduct Evaluation of the Prime Minister's Youth Skill Development Program Phase-IV."

In its financial proposal, the BIDDER shall quote its fee and provide all required break ups as mentioned in detail in this RFP and for better understanding of the NAVTTC.

The prospective BIDDERS meeting the eligibility criteria (4.1 below) shall make **presentation before the Evaluation Committee at NAVTTC HQ, if required**, as per the time assigned. Proposals of all those BIDDERS who do not meet the eligibility criteria shall be returned. The eligible BIDDER(s) as per eligibility criteria shall be intimated as per rules.

## **Section 4: PREPARATION OF PROPOSAL**

The BIDDERS are requested to submit their proposals in English language.

Participating BIDDER shall submit documentary proof in support of meeting eligibility criteria.

In the first stage of evaluation, a Proposal shall be rejected if it is found deficient in:

- Eligibility for Responsiveness of the Proposal.

Only responsive proposals shall be further taken up for evaluation.

### **4.1 ELIGIBILITY CRITERIA**

The "BIDDER" should meet the following Eligibility Criteria with relevant proofs provided in the technical proposal:

- a. Be registered under respective governing laws and must have valid GST and NTN.
- b. Not be blacklisted by SECP, PPRA or any other government body (all the bidders must provide affidavit to this effect).
- c. For firms, other than universities and research organizations, at least 05 year experience of working in TVET sector.
- d. Have 05 years of experience in M&E preferably in the Education sector.
- e. Be based/ head office in Islamabad and should have outreach in far flung areas of Pakistan.
- f. Automated systems of evaluation, data collection and impact analysis.
- g. All the bidders should submit earnest money/ bid security @ 2% of bid value (financial bid) in the shape of Pay Order/ Demand Draft in favour of "DDO NAVTTC, Islamabad".
- h. All proposals should bear the signature of authorized person on each page. Hand written and proposals with overwriting will not be considered.



## 4.2 TECHNICAL PROPOSAL

In preparing the Technical Proposal, BIDDERS are expected to examine the documents constituting this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.

Evaluation of the technical proposal will start first and at this stage the financial proposal shall remain unopened.

Technical Proposal of the bidding firms must contain the following:

- a. All the requirements to confirm the eligibility criteria supported with documentary evidences (as per 4.1)
- b. Brief description of the organization, its year of establishment, its profile, total permanent manpower, TVET related experience, M&E experience, and proof of registration of the company. The detail evaluation criteria which have been annexed to this document should be answered by the firms in their technical proposals.
- c. The firm must also indicate their past assignments. For each assignment, the outline should indicate, inter alia, the profiles of the staff proposed, duration of the assignment, contract amount, and BIDDER's involvement.
- d. A description of the methodology and work plan for performing the assignment: The methodology and work plan should be logical and practical. The firm must indicate its work plan to visit the institutes, composition of teams, tools & questionnaire format which would be used to assess the evaluation.
- e. The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing.
- f. Updated CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal. Key information should include number of years working for the firm/entity and degree of responsibility held in various assignments during the last five (05) years.
- g. Estimates of the total staff input (professional and support staff; staff time) needed to carry out the assignment, supported by bar chart diagrams showing the time proposed for each professional staff team member, while keeping in mind the timelines set by NAVTTC to accomplish the task.

*The Technical Proposal shall not include any financial information.*

### **4.3 FINANCIAL PROPOSAL**

In preparing the Financial Proposal, bidding firms are expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow Standard Forms. It shall give the total lump-sum cost including all applicable taxes. However, it shall list all costs associated with the assignment, including (a) remuneration for staff (in the field and at headquarters) and (b) reimbursable expenses such as subsistence (per diem, stay/visit), transportation (for mobilization and demobilization), services and equipment (vehicles, office equipment, furniture, and supplies), office rent, insurance, printing of documents, surveys/studies etc.

These costs should be broken down by activity and into local expenditures.

The Financial Proposal should clearly estimate, as a separate amount, the local taxes (including social security), duties, fees, levies, and other charges imposed under the Pakistani laws, on the BIDDERS, the sub-BIDDERS, and their personnel.

All prices are to be mentioned in Pak Rupees only.

The proposal must remain valid for a period of ninety (90) days after the submission date. During this period, the bidding firm is expected to keep available the professional staff proposed for the assignment. NAVTTC will make its best effort to complete the process within this period. If NAVTTC wishes to extend the validity period of the proposals, the BIDDERS who do not agree to will have the right not to extend the validity of their proposals.

### **4.4 SUBMISSION, RECEIPT, AND OPENING OF PROPOSALS**

The original proposal (Technical Proposal and Financial Proposal) shall be prepared without any interlineations or overwriting.

An authorized representative of the prospective BIDDER shall initial all pages of the proposal and sign in full on the last page of proposal, clearly mentioning the full name of the representative. The representative's authorization is confirmed by a written power of attorney accompanying the proposal.

For each proposal, the BIDDERS shall prepare four copies of the proposals. Each Technical Proposal and Financial Proposal shall be marked "ORIGINAL" or "COPY" as appropriate. If there are any discrepancies between the original and the copies of the proposal, the original proposal will be taken as the correct one.

The original and three copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "Technical Proposal," and the original and all copies of the Financial Proposal in a sealed envelope clearly marked "FINANCIAL PROPOSAL" and warning: "DO NOT OPEN WITH THE TECHNICAL PROPOSAL." Both envelopes shall be placed into an outer envelope

and sealed. This outer envelope shall bear the submission address and clearly marked, "DO NOT OPEN, EXCEPT IN PRESENCE OF THE BIDEVALUATION COMMITTEE." The proposal submission address is:

**Deputy Director (M&E)**

National Vocational & Technical Training Commission,  
NAVTTTC HQs, 5<sup>th</sup> Floor, Evacuee Trust Complex,  
Agha Khan Road,  
F-5/1, Islamabad, Pakistan  
Ph: +92519044407

Information on the outer envelope should also include: Proposal for Evaluation– Do Not Open, except in the presence of the Bid Evaluation Committee.

The completed Technical and Financial Proposals must be delivered at the submission address exactly on the date as notified. Proposals must be submitted not later than 14<sup>th</sup> March, 2018 at 1100 Hrs Pakistan Standard Time (PST). Any proposal received after the closing time for submission of proposals shall be returned unopened.

After the deadline for submission of proposals, the Technical Proposal shall be opened by the bid evaluation committee on 14<sup>th</sup> March, 2018 at 1130 Hrs. The Financial Proposal shall remain sealed and deposited with the Deputy Director (M&E) of the National Vocational & Technical Training Commission until all submitted technical proposals are opened.

## Section 5: PROPOSAL EVALUATION

### 5.1 REJECTION OF PROPOSAL

Any effort by the firm to influence NAVTTC during the proposal submission, proposal evaluation, and proposal comparison or contract award decisions may result in the rejection of the BIDDER's proposal without recourse to any appeal or hearing what so ever.

BIDs not meeting the eligibility criteria and terms and conditions of RFP will be rejected.

### 5.2 EVALUATION OF TECHNICAL PROPOSALS

The bid evaluation committee, appointed by NAVTTC as a whole, and each of its members individually will evaluate the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria and point system as specified below. Each responsive proposal will be given a technical score. A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score indicated below. The Expertise of the BIDDERS related to the assignment will be evaluated as under:

Description	Marks
Financial Position of the firm	10
Company location and outreach	10
Management capabilities of the company	15
TVET related experience	15
Monitoring & Evaluation experience	20
Work plan and Methodology	30

*NOTE: THE DETAILS OF THE EVALUATION CRITERIA IS ANNEXED FOR INFORMATION OF THE FIRMS. THE FIRMS MUST ENSURE THAT THEY HAVE PROVIDED ALL THE INFORMATION AS INDICATED IN THE DETAILS OF EVALUATION CRITERIA. THE FIRM MUST ALSO PROVIDE RELEVANT PROOF AGAINST EVERY DETAIL OF EVALUATION CRITERIA. THE CRITERIA IS FLEXIBLE FOR RESEARCH ORGANIZATIONS AND UNIVERSITIES*

### 5.3 PUBLIC OPENING AND EVALUATION OF FINANCIAL PROPOSALS

After the evaluation of quality (Technical Proposal Evaluation) is completed, NAVTTC shall notify those BIDDERS whose proposals did not meet the minimum qualifying mark (70%) or were considered unresponsive to the RFP and Terms of Reference, indicating that their Financial Proposals will be returned unopened after completing the selection process. NAVTTC shall simultaneously notify the BIDDERS that have secured the minimum qualifying mark, indicating the date and time set for opening the Financial Proposals. The opening date shall not be sooner than 3 days after the notification date. The notification may be sent by

courier letter and electronic mail/ facsimile. The list of pre-qualified BIDDERS shall be uploaded on NAVTTC website ([www.navttc.org](http://www.navttc.org)) on the earliest possible date.

The Financial Proposals shall be opened in the presence of the BIDDER's representatives who choose to attend. The name of the BIDDER, the quality scores, and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. NAVTTC shall prepare minutes of the public opening.

The bid evaluation committee will determine whether the Financial Proposals are complete (i.e., whether they have estimated all items of the corresponding Technical Proposals; if not, NAVTTC will cost them and add their cost to the initial price), correct any computational errors. The evaluation shall include those taxes, duties, fees, levies, and other charges imposed under the applicable law of the land.

The total bid score would be determined as follows:

$$(i) = \frac{\text{Technical-Score}_{(i)}}{\text{Technical-Score}_{(highest)}} \times 80\% + \frac{\text{Cost}_{(lowest)}}{\text{Cost}_{(i)}} \times 20\%$$

where:

Score $(i)$	=	Evaluated Score of Bidder $i$
Cost $(i)$	=	Evaluated Bid Price of Bidder $i$
Cost $(lowest)$	=	Lowest Evaluated Bid Price amongst all Responsive Bids
Technical-Score $(i)$	=	Technical Score of Bidder $i$
Technical-Score $(highest)$	=	Highest Technical Score amongst all Bids

The bidder securing highest evaluated score will be considered the best Evaluated bid.

In case of a tie, fresh financial quotation shall be called from those BIDDERS involved in the tie and the process repeated until one among them is a clear winner.

## **Section 6: AWARD OF CONTRACT**

The contract will be awarded to the finally selected firm as per rules and conditions. The assignment is expected to commence immediately upon Effective Date of Contract.

### **6.1 NAVTTC'S OBLIGATION IN RESPECT OF RFP**

#### **6.1.1 CONFIDENTIALITY**

Information relating to the evaluation of proposals and recommendations concerning awards shall not be disclosed to the BIDDERS who submitted the proposals or to other persons not officially concerned with the process, until the successful BIDDER has been notified that it has been awarded the contract.

#### **6.1.2 BID VALIDITY**

Bids must remain valid for 90 days after the submission date. Should the need arise, however, BIDDERS may be requested to extend the validity period of their bids. BIDDERS who agree to such extension shall confirm that their financial bids remain unchanged.

### **6.2 FEES & PAYMENT**

The successful BIDDER would be paid the fee, as per the Schedule of Payments given in the Contract, within one month of the submission of the original invoice by the BIDDER. The payment will be made in Pak Rupee. The payment shall be made on the basis of reports. No other payment shall be made for any charge or expenditure.

### **6.3 NAVTTC'S RIGHTS**

NAVTTC reserves the right to modify the terms and conditions of the contract which shall be granted to the successful BIDDER after the bidding process, if in the opinion of the NAVTTC, it is necessary or expedient to do so in the public interest or the interest of the Commission. The decision of the NAVTTC shall be final and binding in this regard.

NAVTTC reserves the right to suspend and cancel the contract with the selected firm in part or in whole at any time if in the opinion of the NAVTTC it is necessary or expedient in the public interest.

The decision of the NAVTTC shall be final and binding in this regard. Also NAVTTC shall not be responsible for any damage or loss caused or arising out of aforesaid action.

### **6.4 PERFORMANCE BANK GUARANTEE**

The successful BIDDER shall submit a Performance Bank Guarantee (PBG) in the prescribed format for an amount equal to 10 percent of the contract price in Pak Rupees within 10 days

after signing of the contract for carrying out the assignment. On satisfactory completion of work, this PBG shall be released. The bank guarantee should be valid for one year after expiry of the contract.

#### **6.5 AWARD OF CONTRACT**

NAVTTTC shall issue a Letter of Intent (LOI) to the selected BIDDER immediately upon acceptance of the bid. The selected BIDDER will sign the contract after fulfilling all the formalities/pre-conditions mentioned in the Letter of Intent. The selected BIDDER shall commence the assignment on receipt of Letter of Acceptance (LOA) and as per the schedule given in the contract.

#### **6.6 SECURITY CONDITIONS**

The company shall take adequate and timely measures to ensure that information provided through it as part of this agreement shall be kept confidential, secure and protected.

#### **6.7 FORCE - MAJEURE**

If at any time, during the continuance of this contract, the performance in whole or in part, by either party, of any obligation under this is prevented or delayed, by reason of war, or hostility, acts of the public enemy, civic commotion, sabotage, Act of State or direction from Statutory Authority, explosion, epidemic, quarantine restriction, strikes and lockouts (as are not limited to the establishments and facilities of the BIDDER), fire, floods, natural calamities or any act of GOD (hereinafter referred to as EVENT), provided notice of happenings of any such EVENT is given by the affected party to the other, within 21 Calendar days from the date of occurrence thereof, neither party shall, by reason of such event, be entitled to terminate this contract, nor shall either party have any such claims for damages against the other, in respect of such non-performance or delay in performance provided the contract shall be resumed as soon as practicable, after such EVENT comes to an end or ceases to exist. The decision of the Government as to whether the service may be so resumed (and the time frame within which the service may be resumed) or not, shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option terminate the contract.

#### **6.8 ARBITRATION**

In the event of any question, dispute or difference arising under the agreement in connection therewith (except as to matters, the decision to which is specifically provided under this agreement) the same shall be referred to the sole arbitration of the Government of Pakistan, (hereinafter referred to as the said officer) and if the Government of Pakistan is unable or unwilling to act as such, than to the sole arbitration of some other person

appointed by the Government (Ministry of Federal Education and Professional Training). The agreement to appoint an arbitrator will be in accordance with the Arbitration Act, 1940. The adjudication of such Arbitrator shall be governed by the provisions of the Arbitration Act, 1940 or any statutory modification or re-enactment thereof or any rules made thereof.

The arbitrator may from time to time with the consent of both the parties enlarge the time frame for making and publishing the award. Subject to aforesaid Arbitration Act, and the rules made there under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause.

The venue of the arbitration proceeding shall be the office of NAVTTC or such other place as the arbitrator may decide.

Upon any and every reference as aforesaid, the assessment of costs and incidental expenses in the proceedings for the award shall be at the discretion of the Arbitrator.

#### **6.9 CONFLICT OF INTEREST**

The BIDDER (including their personnel and sub-BIDDERS) or any of their affiliates shall not receive any remuneration in connection with the assignment except as provided in the contract.

The BIDDER (including their personnel and sub-BIDDERS) or any of their affiliates shall not engage in any activity with respect to their assignment that conflicts with the interest under the contract, or that may place them in a position of being unable to carry out the assignment in the best interest of the Government of Pakistan.

The BIDDER shall provide professional, objective and impartial advice at all times and hold the Government of Pakistan interests paramount, and in providing such advice to avoid conflicts with any other assignment and their own corporate interests.

BIDDERS are required to provide a declaration regarding the nonexistence of any conflicting activities in the Performa.

#### **6.10 INTEGRITY PACT**

An 'Integrity Pact' has to be signed by the selected BIDDER. Format of the Integrity Pact is available on PPRA website.



## **Section 7: TERMS OF REFERENCE**

### **7.1 Background Information and Rationale**

The project 'Prime Minister's Youth Skill Development Program (PHASE-IV), envisages production of 100,000 trained manpower for Agriculture, Business, & IT, Construction, Creative skills, Energy & Mining, Fashion & Beauty, Garments, Gems & Jewelers, Leather, Health, Hospitality & Tourism, Manufacturing and services sectors etc. for 06 months and 03 months training program, keeping in view the emerging needs of industry, to promote socioeconomic development. The detail list of institutes having division wise breakup would be provided to the firms upon their request. However, some information is available on NAVTTC's website ([www.navttc.org](http://www.navttc.org)).

In pursuance of directives of Prime Minister, Islamic Republic of Pakistan, NAVTTC had launched Prime Minister's Youth Skill Development Program, Phase-I & II for 25,000 each and Phase-III for 50,000 unskilled youths across the country. The successful completion of the project led to the fourth phase which aims to target 100,000 unskilled youths in two batches (50,000 trainees in around 650 public and private institutes in each batch). The project intends to provide opportunities for the trainees to start their own jobs in their localities or to find vocations in the country and abroad. The core purpose of the project is to empower the unemployed youth along with local women economically so that they can meet their domestic expenses and enhance their living standards.

The project is sponsored by National Vocational and Technical Training Commission (NAVTTC), Islamabad and Ministry of Federal Education and Professional Training. It would be executed by NAVTTC, Ministry of Federal Education and Professional Training in collaboration with Provincial TEVTAs and other Government and Private sector skill training institutes. NAVTTC shall directly monitor the project through its Headquarters, 05 Regional and 05 Sub-Regional Offices, however, the Evaluation of the project would be done by a third party. The purpose of conducting the third party evaluation is to assess the project and its implications, its social and economic results and analysis and to have suggestions which would serve as learning lessons for all the stakeholders involved with the program.

### **7.2 OBJECTIVES OF CONSULTANCY**

Keeping in view the importance of Prime Minister's Youth Skill Development Program, the services of the "BIDDER" as third party evaluator of the said program in order to ensure effective use of public money and its accountability is required.

The broad duties and responsibilities of this consultancy include:

- Outcome and impact evaluation after the program evaluation
- Examine, evaluate and assess the purpose and objectives of the program.

- Detect unexpected consequences of the program.
- Recommend the usefulness or limitations of the program.
- Suggest new approaches for improving efficiency of the program.
- Assess transparency and fairness with regard to project implementation.
- Assess the effectiveness of admission /enrollment of trainees.
- Employability status of all enrolled trainees after successful completion of training should be reported to NAVTTC.
- Assess training schedule, quality of training and curriculum, the environment and availability of training facilities at the Partner institute.
- Conduct visits that would be authentic and credible.
- To devise relevant KPI's for immediate evaluation of training under the program
- To prepare evaluation criteria and report on the TVET training effectiveness of Public and Private Institutes under the program.
- Design and develop Evaluation system for TVET under the umbrella of Prime Minister's Youth Skill Development Program.
- Assess and submit consolidated report on conduct of assessment of trainees and Zonal, Provincial and National Skills Competitions.
- Evaluation report should give a clear cut conclusion on the lesson drawn and the way forward.
- Check for complaints (if any) and suggest remedies for incorporation in the evaluation reports of Regional Director Offices and NAVTTC with a copy to the M&E Section of NAVTTC HQs.
- Coordinate with both head(s) of institute(s) and Regional Director, NAVTTC and M&E Wing of NAVTTC HQs, whenever, required. All activities should be in coordination and conjunction with the Regional Director offices.

### **7.3 COMPETENCY & EXPERTISE**

The BIDDER is expected to provide all the expertise to NAVTTC to complete the assignment.

The BIDDER is expected to have previous experience in TVET Sector Services and evaluation.

The specific skills requirements include:

- Knowledge of and practical experience in providing consultancy / advisory services relating to TVET and technology, as well as relevant legal, regulatory and economic and technical knowledge.
- Practical experience of assessment of Training Program related TVET Sector.
- The experts of the BIDDER shall have national repute and relevant experience.
- The BIDDER shall have recognized expertise and established track record in TVET advisory and transaction management services of this nature.

- The BIDDER shall have a demonstrable established track record of successfully handling of TVET transactions, processes, projects of this nature.

#### **7.4 SCOPE OF ENGAGEMENT**

The BIDDER shall advise, assist and provide full support to the NAVTTC on all steps necessary and critical to make the Prime Minister's Youth Skill Program successful, transparent and cost effective within given time schedule.

More specifically, the mandate of the BIDDER shall include, but is not limited to the following services / tasks etc.

1. To study aims and objectives of the program.
2. To identify areas of impacts with evidences.
3. To review existing processes/Standing Operating Procedures (SOPs) and shall advise further documentation (if necessary) to bridge the gap if any.
4. To evaluate value for money of the Government's initiative to equip the youth with marketable and employable vocational skills.
5. To validate that resources and time is used efficiently during the implementation of this program.
6. To identify unexpected consequences.
7. To demonstrate usefulness or limitations of the project.
8. To identify new approaches for improvement of the program and whether such programs should be continued in future.
9. To assess the usefulness of the Prime Minister's Initiative.
10. To suggest methods to increase the effectiveness of program management.

*NOTE: THE SCOPE OF ENGAGEMENT ALSO INCLUDES BROAD OBJECTIVES AND DELIVERABLES AS MENTIONED ABOVE.*

#### **7.5 PROJECT TIMELINE & REPORTING**

It should be clearly noted that the PMYSDP for which the Evaluation is to take place is of 14 months duration. The evaluation of program would extend beyond completion of training.

The following work/activities shall be carried as per schedules.

- a. The *deliverables for the first batch have been mentioned in the RFP, however, the deliverables for the second batch would be mutually discussed at the time of contract agreement.*
- b. The methodology and work plan of the firm will justify the need for field visits.
- c. The firm would provide an online dashboard access to representatives of NAVTTC so that NAVTTC is aware of the status of teams of the third party evaluation firm.
- d. After the dashboard access, the firm/ organization would meet the Director Generals of the Regional Offices and would share the names, contact numbers and CVs of team members along with the plan for field visits of the field teams.
- e. The firm/ organization would provide its institute wise and region wise report immediately after the visit.
- f. The firm would be required to provide the first Evaluation report for first batch as agreed in the contract agreement. For this report, the firm/ organization should conduct the field visits.
- g. The firm would be required to provide the second Evaluation report for second batch as agreed in the contract agreement based on field visits.
- h. The firm shall also provide a combined Impact Evaluation report for the entire program (both batches) after the completion of training of second batch. The report to be shared as per timeline agreed in the contract agreement. The firm/ organization would conduct impact evaluation essentially using the following tools:
  - Observations
  - Focus Group Discussion
  - Lessons Learnt workshops
  - Stakeholder Analysis
  - Storytelling by trainees and instructors
  - Pre and Post Analysis of the trainees
  - and any other tool which deemed appropriate.
- i. After the selection of the firm by NAVTTC, the firm would have a detailed meeting with NAVTTC headquarter. The tools/ questionnaires and other variables to be used by the firm would be discussed and finalized by NAVTTC. The duties of team leader and responsibilities of the evaluators would also be discussed and agreed mutually.
- j. All reports shall be submitted, and all correspondence shall be made in English language.

- k. The deadlines for submission of reports would be adhered by the BIDDERS positively.
- l. The BIDDER shall submit sufficient hard copies of the Final Report at the end of the assignment along with soft copies, including business and / or econometric models, if any, developed or used, during the consultancy to the Regional Office Concerned with copy to M&E Wing of NAVTTC HQs. The Report shall be considered final, after it has been accepted by the Commission. It shall be both in the color print form and supported by soft copies of deliverables.
- m. As and when required, during the consultancy, presentations may be required to be made by the BIDDER.
- n. If the agreed activities have not been performed by the firm/ organization then proportionate deductions shall be made by NAVTTC in the BIDDERS net contract amount.

#### 7.6 PAYMENT SCHEDULE

The payment terms shall be as follows:

- a. First 20% of contracted amount on approval of Inception Report by NAVTTC.
- b. Further 15% of contracted amount on acceptance and approval of Process Evaluation Report of first batch by NAVTTC.
- c. Further 15% of contracted amount on acceptance and approval of Evaluation Report including employability status of all enrolled trainees of Batch-1 by NAVTTC.
- d. Further 15% of contracted amount on acceptance and approval of Process Evaluation Report of second batch by NAVTTC.
- e. Further 15% of contracted amount on acceptance and approval of Evaluation Report including employability status of all enrolled trainees of Batch-2 by NAVTTC.
- f. Final 20% of contracted amount on acceptance and approval of combined Final Evaluation Report for both batches by NAVTTC.

*NOTE: Breakup will be mutually agreed at the time of contract agreement. Detailed deliverable will also be agreed at the time of contract agreement.*

## 7.7 INCEPTION REPORT

- Appraise the program from its inception with a pretext to Local and international skill demands
- Tentative schedule & plan for Impact Evaluation of all institutes of the first and second batch and employers feedback on the training quality and demand trades during currency of the program
- A summary on PMYSDP, Phase-IV identifying its key areas and weak areas (SWOT analysis)
- Details/ breakup of Activities
- Details of Method / procedures to be used for Monitoring and Evaluation of the program (the tools to be used should be shared in the inception report).
- Survey tools, instruments, methods, FDGs etc.
- Any other point mutually agreed by both of the parties (being within the scope of work)

## 7.8 EVALUATION REPORT (FIRST BATCH)

The Mid Term Evaluation report of the program for the first batch shall answer the following questions / aspects (with supporting macro & micro data and evidences):

- 1) Were equal opportunity provided in the program to:
  - a. Women
  - b. Disabled class
  - c. Madaris / Hafiz students
  - d. Transgender
- 2) Recommend the usefulness and limitations of the program (including following)
  - a. Scope of the project (needs up or down scaling)
  - b. Geographical Coverage
  - c. Gender Balance
  - d. Offered trades (including duration, contents, employability)
  - e. Selected institutes (Training and allied Facilities, Teachers, Curricula etc)
- 3) Suggest new approaches for improving efficiency of the program
- 4) Assess transparency and fairness with regard to project implementation
- 5) Review Institutes, Trade and Trainee Selection criteria
- 6) The quality of training in terms of:
  - a. Infrastructure/ technological capacity of the institute
  - b. Capacity of administration and management of the institute
  - c. Student-Teachers ratio and qualifications of teachers
  - d. Standards, Curriculum and Assessment / Testing System
  - e. Teaching and Learning Material
  - f. Consumables, Industrial Exposure to trainees
  - g. Workshops, Laboratories, Libraries, Sports Facilities, Hostels, Transport

- 7) Effectiveness and performance of Public and Private Institutes under the program
- 8) Timely payment of monthly stipend to trainees (status, issues, remedies)
- 9) Attendance of both trainers and trainees (status, remedies)
- 10) Complaint register and reporting mechanism in each institute (status, suggestions)
- 11) Industrial/ trade association's feedback on the demand driven trades and trades being offered by NAVTTC.
- 12) Employability status of all enrolled trainees.
- 13) Assess

The Outcome-Impact Evaluation Report of the program for the first batch shall also answer the following questions (with supporting statistical macro & micro data / evidences):

**i. Has the project achieved its objectives?**

**a. Review the Selection criteria of institutes and trainees**

- a. Does it serve the purpose of the program
- b. Recommend any improvement/ suggestion

**b. Assess the quality of training (substantiated by concrete evidences)**

- a. Are the Institutes following approved standards and curricula
- b. Having sufficient classrooms, workshops, laboratories
- c. Qualified Teachers / Trainers
- d. Attendance Status, Examination Scores / Results
- e. Employers Feedback
- f. Pass outs Feedback

**c. Was the training provided to the youth relevant?**

- a. Sample survey to ascertain the demand of all offered trades (acceptability of the trade in job market, demand in numbers, geographical requirement, duration of the trade, gender preference etc)
- b. A sample survey from the potential employer / labor market on future demand and employability of youth

**d. Was the training provided to the youth satisfactory?**

- a. Students' Feedback (institute, teacher, training quality, trade, stipend etc.)
- b. The relevancy of the training should be analyzed. Also it should be analyzed that whether the training enabled students to enhance their skills.
- c. Institution Feedback (NAVTTC relation, teachers, further improvements and suggestions to improve the program)
- d. Opinion of the third party consultant on the acceptability of the pass-outs in the labor market
- e. Did the program enable the trainees to find suitable jobs?
- f. Sample survey on employability of pass-outs (all trades)

- ii. What results have been achieved? (Impact, cost and cost-effectiveness?)**
  - a. To what extent has the program led to more sustainable behaviors (change) in the target group (with supporting evidences)?
  - b. Were there any other unintended positive or negative outcomes from the program?
- iii. How could things be done better in future?**
  - a. Can the project be scaled up (if yes, suggest district & province numbers)?
  - b. Can the project be replicated elsewhere (identify any missing area)?
- iv. Has the program contributed to socio-economic development?**
  - a. Livelihood of pass-outs (Through Survey)
  - b. Social Benefits of the program (Sample survey all districts)
  - c. Poverty reduction
  - d. Female empowerment through skills training
- v. Design & develop Program Monitoring and Impact Assessment / Evaluation system (that includes tools/ questionnaires and any other tool so that NAVTTC is equipped with its own Evaluation system)**
- vi. Inspect and report on quality and timely distribution of certificates to the trainees**
- vii. Third Party Consultant opinion (based on statistical data / evidence) and Conclusion on the lesson learnt and the way forward (along-with complete SWOT Analysis, Gaps, Issues, Future Recommendations) for continuation and designing of the similar future programs.**
- viii. Any other activity (mutually agreed by both of the parties)**

#### **7.9 COMPOSITION OF BIDDER'S TEAM**

The BIDDER's team should be professional and cooperate. The team should be able to address the queries and reservations of NAVTTC. A focal person of the BIDDER's team may be nominated to liaison with NAVTTC. The team should ensure that proper visits to institutes/ field visits are taking place in the field. The Team should have an understanding of M&E and TVET sector.

#### **7.10 EVALUATION OF TEAM QUALIFICATION**

The team members and focal person would coordinate the activities with NAVTTC. The resumes and CVs of main key members of the consultancy firm would be provided to NAVTTC. Membership of the evaluation consultancy firm shall be nonpolitical who are



directly or indirectly linked to TVET sector. Thus, members of Evaluation Consultancy firm may include professionals well conversant from the field(s) of business, industry, agriculture, training and technical vocational education.

#### **7.11 APPROACH AND METHODOLOGY**

The consultancy firm shall follow its own approach and methodology for evaluation; however, it would be based on good practices and Work Ethics. The firm shall state its overarching methodological framework, data collection and data instruments used to collect the needed information. The interviews, surveys, questionnaires, meetings and other consultations shall be made with key stakeholders and NAVTTC shall be properly informed during the evaluation phase. The firm in its technical proposal would indicate its strategy.

#### **7.12 CONFIDENTIALITY, ETHICS AND CODE OF CONDUCT**

The BIDDER shall undertake to maintain complete confidentiality of all the information, facts, proceedings, decisions, and documents throughout the consultancy engagement and till the completion of the whole assignment.

The BIDDER will also be required to execute a Confidentiality Agreement before starting the assignment.

#### **7.13 INELIGIBILITY AND DISQUALIFICATION**

The BIDDER shall stipulate that it is not presently affiliated with or otherwise receiving financial compensation from any existing NAVTTC Partner Institute. Noncompliance and breach of this stipulation shall result in the immediate disqualification of the BIDDER. The BIDDER will declare conflicts of interest, if any, with this Consultancy.

#### **7.14 CONTROL OF THE CONSULTANCY**

NAVTTC will appoint the BIDDER and assume general control over the Consultancy, with a liaison officer between the BIDDER and NAVTTC. NAVTTC will nominate a focal person, in writing, to liaise with the BIDDER. During the course of the Consultancy, the BIDDER shall report directly to focal person and take instructions from him on matters appropriate to fulfill the requirements of the Consultancy.

#### **7.15 DATA, LOCAL SERVICES, PERSONNEL & FACILITIES TO BE PROVIDED BY NAVTTC**

NAVTTC is prepared to provide the BIDDER, all available data, reports and literature on the program considered relevant for the BIDDER to carry out its assignment. No other services, personal support and facilities will be provided by NAVTTC.

Annexure I. **TECHNICAL PROPOSAL - STANDARD FORMS**

I.A: Technical Proposal submission form.

I.B: Firm's references.

I.C: Comments and suggestions of BIDDERS on the Terms of Reference and on data to be provided by NAVTTC.

I.D: Description of the methodology and work plan for performing the assignment.

I.E: Team composition and task assignments.

I.F: Format of curriculum vitae (CV) for proposed professional staff.

I.G: Time schedule for professional personnel.

I.H: Activity (work) schedule.

I.A: **TECHNICAL PROPOSAL SUBMISSION FORM**

[Location, Date]

To:

Deputy Director (M&E),  
National Vocational & Technical Training Commission,  
NAVTTTC HQs, 5<sup>th</sup> Floor, Evacuee Trust Complex,  
Agha Khan Road,  
F-5/1, Islamabad Pakistan

Sir,

We, the undersigned, offer to provide the consulting services for Evaluation of Prime Minister's Youth Skill Development Program (PHASE-IV), in accordance with your Request for Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

If negotiations are held during the period of validity of the Proposal, i.e., before [Date] we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Tel:

Cell:

Email:

**I.B: FIRM'S REFERENCES**

Relevant Services Carried Out That Best Illustrate Qualifications

General: <take as much space as desired for your responses>

Did you ever provide any services related to TVET Sector for Monitoring & Evaluation?

Did you provide any services related to TVET sector for Evaluation of the program?

How many times did you remain part of the team for implementation of TVET Sector projects?

Using the format below, provide information on each assignment for which your firm/entity, either individually or as a corporate entity or as one of the major companies within an association, was legally contracted.

Assignment Name:		
Location within Country:		Professional Staff Provided by Your Firm/Entity(profiles of each):
Name of Client:		No. of Staff:
Address:		No. of Staff-Months;
		Duration of Assignment:
Start Date (Day Month/Year):	Completion Date (Day Month/Year):	Approx. Value of Services (in Pak Rupee):
Name of Associated BIDDERS, If Any:		Number of Months of Professional Staff Provided by Associated BIDDERS:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:		
Narrative Description of Project:		
Description of <u>Actual</u> Services Provided by Your Staff:		

Signature of the Authorized representative. \_\_\_\_\_

Firm's Name: \_\_\_\_\_

**I.C: COMMENTS AND SUGGESTIONS OF BIDDERS ON THE TERMS OF REFERENCE AND ONDATA AND SERVICES TO BE PROVIDED BY NAVTTC**

On the Terms of Reference:

- 1.
- 2.
- 3.
- 4.
- 5.

On the data and services, and facilities to be provided by NAVTTC:

- 1.
- 2.
- 3.
- 4.
- 5.

Signature of the Authorized representative. \_\_\_\_\_

Firm's Name: \_\_\_\_\_

**I.D: DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT**

(to be filled in by the BIDDER)

Signature of the Authorized representative. \_\_\_\_\_

Firm's Name: \_\_\_\_\_

**I.E: TEAM COMPOSITION AND TASK ASSIGNMENTS**

1. Technical/Managerial Staff		
Name	Position	Task

2. Support Staff		
Name	Position	Task

Signature of the Authorized representative. \_\_\_\_\_

Firm's Name: \_\_\_\_\_

**I.F: FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF**

Proposed Position:			
Name of Firm:			
Name of Staff:			
Years with Firm/Entity:		Nationality:	
Membership in Professional Societies:			
Detailed Tasks Assigned:			
<p><b>Key Qualifications:</b>  <i>[Give an outline of staff member’s experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.]</i></p>			
<p><b>Education:</b>  <i>[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]</i></p>			
<p><b>Employment Record:</b>  <i>[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and references specific to Pakistan, where appropriate. Use about two pages.]</i></p>			



Languages:

[For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

\_\_\_\_\_ Date: \_\_\_\_\_

*[Signature of staff member and authorized representative of the firm]*      *Day/Month/Year*

Full name of staff member: \_\_\_\_\_

Full name of authorized representative: \_\_\_\_\_

Signature of the Authorized representative. \_\_\_\_\_

Firm's Name: \_\_\_\_\_

I.G: **TIME SCHEDULE FOR PROFESSIONAL PERSONNEL**

			Weeks (in the Form of a Bar Chart)												
Name	Position	Reports Due/ Activities	1	2	3	4	5	6	7	8	9	10	11	12	Number of months
															Subtotal (1)
															Subtotal (2)
															Subtotal (3)
															Subtotal (4)

Full-time: \_\_\_\_\_

Part-time: \_\_\_\_\_

Reports Due: \_\_\_\_\_

Activities Duration: \_\_\_\_\_

Signature: \_\_\_\_\_  
(Authorized representative)

Full Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address:

I.H: **ACTIVITY (WORK) SCHEDULE**

A. \_\_\_\_\_

	<i>[1st, 2nd, etc. are weeks from the start of assignment.]</i>												
Activity (Work)	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>	Remarks

B. Completion and Submission of Reports

Sr. No.	Reports	Date
1	Interim Progress Report (Bimonthly Evaluation Reports)	
2	Draft Final Report	
3	Final Report	

Signature of the Authorized representative. \_\_\_\_\_

Firm's Name: \_\_\_\_\_

**Annexure II: Financial Proposal - Standard Forms**

II.A: Financial Proposal submission form

II.B: Summary of costs

II.C: Breakdown of price per activity

II.D: Breakdown of remuneration per activity

II.E: Reimbursable per activity

II.F: Miscellaneous expenses

**II.A: FINANCIAL PROPOSAL SUBMISSION FORM**

[Location, Date]

To:

Deputy Director (M&E),  
National Vocational & Technical Training Commission,  
NAVTTTC HQs, 5<sup>th</sup> Floor, Evacuee Trust Complex,  
Agha Khan Road,  
F-5/1, Islamabad Pakistan

Sir,

We, the undersigned, offer to provide the consulting services for the Evaluation of Prime Minister's Youth Skill Development Program (PHASE-IV), in accordance with your Request for Proposal and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of [Amount in words and figures]. This amount is exclusive of the local taxes, which we have estimated at [Amount(s) in words and figures].

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e., [Date].

Commissions and gratuities etc., if any, paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract, are listed below:

Name and Address of Agents	Amount in Pak Rupee	Purpose of Commission or Gratuity, etc.

We understand you are not bound to accept any Proposal you receive.

Yours truly,

Authorized Signature:  
Name and Title of Signatory:  
Name of Firm:  
Address:  
Email:  
Tel:  
Fax:  
Cell:

**II.B: SUMMARY OF COSTS**

<b>Costs</b>	<b>Amount(s) PKR</b>
Cost 1	
Cost 2	
Subtotal 1	
Cost 3	
Cost 4	
Subtotal 2	
Total	
Local Taxes	
Total Amount of Financial Proposal	

Amount in Words. \_\_\_\_\_

Signature of the Authorized representative. \_\_\_\_\_

Firm's Name: \_\_\_\_\_

**II.C: BREAKDOWN OF PRICE PER ACTIVITY**

Activity No.:	Description:
Price Component:	Amount(s):
Remuneration	
Reimbursable(s)	
Miscellaneous Expenses	
Subtotal	

Signature of the Authorized representative. \_\_\_\_\_

Firm's Name: \_\_\_\_\_

**II.D: BREAKDOWN OF REMUNERATION PER ACTIVITY**

Activity No. \_\_\_\_\_

Name: \_\_\_\_\_

Names	Position	Input <sup>1</sup>	RemunerationAmount (PKR)
Regular staff			
Local staff			
BIDDERS			
Grand Total			

Signature of the Authorized representative. \_\_\_\_\_

Firm's Name: \_\_\_\_\_

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<sup>1</sup> Staff months, days or hours as appropriate



II.E: REIMBURSABLE (S) PER ACTIVITY

Activity No. \_\_\_\_\_

Name: \_\_\_\_\_

No.	Description	Unit	Quantity	Unit Price in PKR	Total Amount in PKR
1.	National flights _____	Trip			
2.	Miscellaneous Travel expenses				
3.	Subsistence allowance	Trip			
4.	Local transportation costs <sup>2</sup>	Day			
5.	Office rent/ accommodation/ clerical assistance				
	Grand Total				

Signature of the Authorized representative. \_\_\_\_\_

Firm's Name: \_\_\_\_\_

<sup>2</sup>Local transportation costs are not included if local transportation is being made available by NAVTTC. Similarly, in the project site, office rent/accommodations/clerical assistance costs, Telephone (fixed) are not to be included if being made available by NAVTTC.

**II.F: MISCELLANEOUS EXPENSES**

Activity No. \_\_\_\_\_

Name: \_\_\_\_\_

No.	Description	Unit	Quantity	Unit Price in PKR	Total Amount in PKR
1.	Communication Cost between ____ and ____				
2.	Drafting, reproduction of reports				
3.	Equipment: vehicles, computers etc.				
	Grand Total				

Signature of the Authorized representative. \_\_\_\_\_

Firm's Name: \_\_\_\_\_

## DEAILS OF EVALUATION OF TECHNICAL PROPOSALS

Sr. No.	Criteria/ Sub-criteria & Marks	Total Marks	Marks Obtained	
1.	<b>Financial position of the Firm (10 Marks)</b>			
	a.	Balance sheet for last 3 years		
	b.	Total volume of Business (Minimum 50 million)		
	c.	Total value of fixed assets (Minimum 5 million)		
	d.	Audit report for last three years		
	<b>Total</b>			
2.	<b>Company Location &amp; Outreach (10 Marks)</b>			
	a.	Based in Islamabad		
	b.	Offices in Provinces		
	c.	Owned buildings		
	d.	Offices in GB & AJK		
	<b>Total</b>			
3.	<b>Management capabilities of the company (15 Marks)</b>			
	a.	Total regular/ permanent manpower (Minimum 50 employees)		
	b.	Permanent employees having PH.D/ M.Phil.(Minimum 2 employees)		
	c.	Mega projects undertaken covering entire Pakistan (Minimum 1 project)		
	d.	Institutional collaboration (e.g. NAVTTC, TEVTA or any other TVET body)		
	e.	Total volume of on-going projects (Minimum 50 million)		
	f.	Availability of resources to undertake this program (Management capabilities and financial ratios)		
	g.	International collaboration/ partners		
	<b>Total</b>			
4.	<b>TVET related experience (15 Marks)</b>			
	a.	Execution of at least 3 TVET related projects		
	b.	Execution of one mega project in TVET covering major regions		
	c.	TVET experts on the permanent strength of company (at least two)		
	d.	Total experience of the company in TVET sector (Minimum 5 years)		
	e.	On-going TVET projects being Implemented (Minimum 3 projects)		
	<b>Total</b>			
5.	<b>Monitoring &amp; Evaluation experience (20 Marks)</b>			
	a.	Total experience of the company in M&E (at least 5 years)		
	b.	Implementation of M&E related projects (at least three)		
	c.	Regular employee of the company having M&E experience/ Qualification (Minimum 2 experts)		
	d.	Implementation of one mega project of M&E covering major Regions		
	e.	On-going M&E Projects		
	f.	Universities / Research Organizations		

6.	<b>Work Plan &amp; Methodology (30 Marks)</b>		
	a.	Implementation plan to visit all Institutes	
	b.	Composition of Evaluation team	
	c.	Submission of details of phases of evaluation	
	d.	Development of questionnaire for collection of data	
	e.	Automated system of data collection and Evaluation	
	f.	Submission of details of evaluation tools for this program	
	g.	Details of Previously Developed evaluation tools and questionnaires	
	h.	Qualification of Evaluators	
	<b>Total</b>		
<b>Overall score</b>			