



**Benazir Bhutto Shaheed
Youth Development Program,
Government of Sindh**



REQUEST FOR PROPOSALS (RFP)

(FOR TRAINING THROUGH PRIVATE OR PUBLIC SECTOR INSTITUTES /
ORGANIZATIONS/CONSORTIUMS/COMPANIES/INDUSTRIAL ESTABLISHMENTS)

(Phase-VI/SSDP) 2013-14

Submitted by: _____

(Name of Firm/Organization)

Campus/Branch: _____

Address: _____

Taulka/Tehsil: _____

District/City: _____

Provincial Coordination Unit

Benazir Bhutto Shaheed Youth
Development Program,
Government of Sindh,

3rd Floor, State Life Building No. 3,
Dr. Ziauddin Ahmed Road, Karachi-Pakistan

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**Please fill separate RFP for each Campus/Branch

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LETTER OF INVITATION (LOI)

Date: _____

Letter of Invitation

insert: Invitation/File No.....;
[insert: Location and Date]

[insert: Name and Address of Consultant]

Dear Mr./Ms.:

1. The Benazir Bhutto Shaheed Youth Development Program [BBSYDP] (hereinafter called "Procuring Agency") sends you an RFP which invites technical and financial Proposals to provide the services for Skill Development of Youth (Training Services). More details on the services are provided in the Terms of Reference.
2. This Request for Proposal (RFP) is being addressed to interested service providers:
3. A firm will be selected according to the selection method given at section II in this RFP.
4. Please inform us in writing at the following address
Provincial Coordination Unit, 3rd Floor, State Life Building # 3, Dr Zia-ud-din Ahmed Road, Karachi, upon receipt of this RFP and whether you will submit a financial proposal.

Yours sincerely,

Procurement Officer
Provincial Coordination Unit

The below mentioned instructions are prepared to provide guidance to all the applicants to submit their proposals

1. Introduction of the Program:

Benazir Bhutto Shaheed Youth Development Program [BBSYDP] was initiated to curtail poverty and unemployment by providing direction and support to youth in Sindh through Skills Development in order to enhance social and economic profile of nation.

Mission:

Initially the Program aimed to provide opportunities of employment through skill trainings of semi-literate and educated unemployed youth in Sindh for a period varying between 3 months to one year.

Vision:

- Quality of Human resource improved (quality and discipline);
- Trained manpower export to international markets;
- Earning capacity of semi-literate and educated youth enhanced.
- Reward of education recognized by a majority of urban and rural population;
- Centre of excellence for vocational training formed in Sindh;
- Foreign donors attracted to the program.
- Stagflation addressed.

Major objectives:

- i. To develop human resources through Skill Development Trainings in Sindh to cater the needs of Public and Private Sectors and to develop Linkages (Backward & Forward) with skilled manpower for Local and International Job Markets.
- ii. To promote conducive environment for self-employment of youth
- iii. To liaise with public and private sector Institutes, Schools, Colleges and Universities imparting skill training courses to establish membership based consortium (Human Resource Development Network)
- iv. To develop and maintain database of the graduates of various training courses and publish annual alumni directory
- v. To formulate policies and guidelines to be followed by the institutes for performance against benchmarks;

2. METHOD OF SELECTION:

- 2.1 Firms are being invited to submit proposals in areas where they have a capacity and proven track record and also can guarantee a negotiated rate of employment, self-employment, or continuing education/training. A suggested list of areas was contained in the publication for invitation of proposal but the list should not and does not limit the training that can be proposed and funded.
- 2.2. Proposal shall comprise a package containing two separately sealed and marked envelopes, one with technical proposal and one with financial proposal.
- 2.3 Technical proposals shall include the track record, qualifications, and competencies as provided in annex II
- 2.4 Financial proposals shall include per trainee cost for respective courses. (Annexure III)
- 2.5 Evaluation processes shall be in two steps; the technical evaluation shall be done first, and then the financial proposals of only the qualified service providers shall be opened.

- 2.6. Technical evaluation process shall keep in account the comparative qualification, competency and capacity of the applicant to determine technical qualification. Overall evaluation and selection shall also take into account the district-wise spread of the selected beneficiaries, and the interest expressed by the beneficiaries. Cost shall not be a prime factor in evaluation, and the cost could be negotiated. In a situation where service providers with all other equal qualifications, but where they may be limited labor market or trainee demand are competing, quoted cost shall be a factor of selection, in which case negotiations shall be of limited scope. In such cases, the lowest offering proposals shall set the order of preference in addition to 2.5 above.
- 2.7 Preference by selected beneficiaries towards a training program, or towards a certain institute due to its location shall also be a factor in evaluation.

3. SUBMISSION OF TECHNICAL AND FINANCIAL PROPOSALS:

- 3.1 The applicant is expected to carefully read and understand all instructions, terms and requirements and submit the proposal substantially responsive to all the conditions.
- 3.2 The applicant shall submit a sealed proposal(*refer 3.3 below for description*), the envelope of which should read “Proposal for /DELIVERANCE OF SERVICES on the top left of the envelope addressed to the Provincial Coordinator, Provincial Coordination Unit, BBSYDP, 3rd Floor, State Life Building No. 3, Dr. Zia-ud-din Ahmed Road, Karachi latest by April 8th, 2014 by or before 12:00 noon
- 3.3 The Proposal shall comprise a package of two separately sealed and marked envelopes as described below.
- i. Form of Technical Proposal (Annexure II)(*Marked as Technical Proposal*)
 - ii. Form of Financial Proposal Price Schedule for training (Annexure III) (*Marked as Financial Proposal*)
 - iii. Pay-order of Rs. 500/- (Non-Refundable) in the name of Provincial Coordinator, PCU-BBSYDP.
 - iv. Any additional documents attached as evidence of capacity and track record.
- 3.4 There shall be one original and one copy of the proposal.

4. CANCELLATION OF SELECTION PROCESS:

- 4.1 A Procurement Committee may cancel the selection process at any time prior to the acceptance of the proposal;
- 4.2 The Procurement Committee shall incur no liability towards the applicants , solely by virtue of its invoking sub-rule (1);
- 4.3 Intimation of the cancellation of selection process shall be given promptly to all bidders and bid security shall be returned along with such intimation.
- 4.4 The Procurement Committee shall, upon request by any of the applicants, communicate to such applicant , grounds for the cancellation of selection process;

5. PROPOSAL VALIDITY:

- 5.1 The validity period, shall be 90 days.
- 5.2 The Procurement Committee may request in writing to all applicants to extend the proposal validity period. Such a request shall be made before the date of expiry of the original validity period;

6. OPENING OF PROPOSALS:

- 6.1 The last date for submission of technical and financial proposals shall be April 8th, 2014 by or before 12:00 noon.
- 6.2 All technical proposals shall be opened publicly, name of the service provider shall be read aloud and the presence or absence of duly sealed financial envelope, all the applicants, or their representatives, who may choose to be present in person, may attend on dated April 8th, 2014 at 01:00 p.m, at Provincial Coordination Unit, BBSYDP, 3rd Floor, State Life Building No. 3, Dr. Zia-ud-din Ahmed Road, Karachi.
- 6.3 The Service Provider shall be notified about the date and time of opening of financial proposal. The financial proposal of only technically qualified service providers shall be opened in the presence of all the applicants, or their representatives, who may choose to be present in person, on the specified date and time at Provincial

Coordination Unit, BBSYDP, 3rd Floor, State Life Building No. 3, Dr. Zia-ud-din Ahmed Road, Karachi.

- 6.4 The Procurement Committee shall read aloud the name of the applicant, the area of training and per trainee cost, for record of this information in the minutes of proposal opening.
- 6.5 All applicants in attendance shall sign an attendance sheet;
- 6.6 All proposals submitted after the time prescribed as well as those not opened and read out at Proposal opening, due to any procedural flaw, shall not be considered, and shall be returned without being opened;
- 6.7 The official chairing procurement committee shall encircle the rates and all the members of procurement committee shall sign each and every page of financial proposal;
- 6.8 The procurement committee shall issue the minutes of the opening of the proposals.

7. EVALUATION OF PROPOSALS:

- 7.1 Service providers will be selected based on the quality of their technical proposals in accordance with the evaluation procedure provided in Section 2.
- 7.2 Financial Proposals would be negotiable on technical proposals that meet minimum technical evaluation scores and, pending successful negotiations, Service providers will be invited to sign contracts. A proposal once opened in accordance with the prescribed procedure shall be subject to only those rules, regulations and policies that are enforce at the time of issuance of notice for invitation of proposals.

8. CLARIFICATION OF PROPOSALS

- 8.1 Procurement Committee may ask the applicants for clarifications needed to evaluate the proposal but shall not permit any applicant to change the substance or price of the proposal;
- 8.2 Any request for clarification in the proposal, made by the Procurement Committee, shall invariably be in writing. The response to such request shall also be in writing.
- 8.3 In order to address the demand of the beneficiaries, the Procurement Committee may ask the applicant to adjust for timings or duration, and make commensurate changes, keeping the original proposal unchanged.

9. ANNOUNCEMENT OF EVALUATION REPORTS:

- 9.1 Procuring agencies shall announce the results of technical evaluation in the form of a report giving reasons for acceptance or rejection of proposals. The report shall be hoisted on website www.bbsydpindh.gov.pk and intimated to all the applicants at least seven (07) days prior to the award of contract.

10. SIGNING OF CONTRACT:

- 10.1 BBSYDP will enter into contract with all the selected Service Providers after successful negotiations.

ANNEXURE I. RESPONSIBILITIES OF TRAINING INSTITUTES AND BBSYDP (ToRs)

The skill based training in various employable sectors/trades which are proven by the training partners as employable based on Key Performance Indicators [KPI] with tangible rationale.

(a) Responsibilities of Training Institutes / Organizations

S. #	Description of Services / Activities
1	To design, develop and ensure provision of standardized Training Materials /Resources/Teaching Aids to the Trainers & Trainees (including Manuals, Work plan, Time Table etc.)
2	To Establish MIS oriented mechanism/ system for reporting trainees' attendance, periodic training progress report(s) and other <i>required information to the PCU within stipulated period.</i>
3	To ensure provision of complete infrastructure/mechanism required for training program including qualified faculty, standardized classroom/workshops/lab and other facilities (E.g. Washrooms, backup power, drinking water etc.)
4	To ensure prescribed working hours/days i.e. six days per week and at least five hours a day or minimum 30 training hours per week
5	To ensure opening of bank account of trainees and provide optimum assistance for transportation, boarding & lodging to the trainees particularly those who are out-stationed.
6	To ensure conducting periodical tests and final prescribed examination/testing of the course/trade on approved mechanism.
7	To hold graduation ceremony within ONE week of the completion of training
8	To assist all the successful trainees to get employment, self-employment, or continuing education/training.
9	Confirmation of offer of employment, self-employment, or continuing education/training to the negotiated rate (at least 35%) of the graduated trainees of BBSYDP, as per Program Guidelines Ver-V [or to-date].
10	Facilitation in monitoring including 3 rd Party Validation
11	To ensure timely compliance of any other obligation notified by the PCU at any stage.

(b) Responsibilities of the PCU (PSTW) BBSYDP

S. #	Description of Services / Activities
1	Awareness of the Program through approved media campaign
2	Selection of the Service providers' technical proposals, and negotiation of financial proposal through competitive bidding in accordance with the agreed procedures.
3	Signing of contracts with the qualified training partners.
4	Inviting applications for the training for unemployed youth of Sindh
5	Processing the applications received and development of database
6	Placement of successful candidates (Course/Institute-wise) in accordance with program parameters (DPP and fulfillment other conditions) and by taking the stakeholders on board.
7	To guide the training partners and ensure effective coordination & support for training partners
8	To supervise/monitor the training through Internal Monitoring (DMCs, POs etc) and External Validation (3 rd party)
9	To ensure timely releases of training cost to training partners on the basis of deliverables/ contractual obligations and on verification of data provided by the training partners
10	To ensure timely release of stipend to trainees on the basis of attendance received from the Institute and verified by the concerned PO/DMC

**ANNEXURE II.CONTENT AND
EVALUATION OF TECHNICAL PROPOSAL**

(a) INTRODUCTION

1. BBSYDP intends to qualify eligible Service providers who shall show their interest in delivering quality training across Sindh.
2. Service provider may select the trade(s)/sector(s) from the suggested list given in the RFP Announcement, but since providers are fully responsible for employment outcomes they are free to propose any training area which they consider themselves capable of delivering training accredited by TTB/SBTE/third party certificate awarding body/ any other relevant entity agreed with BBSYDP
3. Service providers shall be contracted using performance based contracts (see template in Annexure IV).
4. This document is providing detailed information to Service providers and has a list of documents to be submitted with this RFP to get technically qualified.
5. Technical and related financial documents/proposals shall be submitted in hard form in two separately sealed envelopes marked as “Technical Proposal “and “Financial Proposal “for selection of Service Providers for Sindh Skills Development Project Component-I
6. Hard copy of documents in two separately sealed envelopes shall be received at Provincial coordination Unit by or before the closing date and time. BBSYDP may request applicants to submit additional information/documents in order to clarify aspects of RFP document.
7. If a Service providers wishes to form a consortium by engaging one or more organizations, information relating to all consortium partners shall be provided as specified in the RFP. However number of consortium partners with any lead organization should not be more than two.
8. Responsibilities of finally selected Service Providers for delivering skill development training are summarized on previous page Annex 1A.
9. BBSYDP reserves the right to verify any or all information provided by prospective Service providers. False information will lead to disqualification and the organization will be barred for bidding in BBSYDP training.
10. Service Providers may submit one technical and one financial proposal for multiple training areas, but such proposals must clearly and separately define the technical content, and cost for each of the training programs in the proposal.
11. Institutes are encouraged to apply directly and sublet institutes would not be selected
12. Institutes having more than 1 campus must submit separate RFP for each campus
13. BBSYDP will evaluate the Technical Proposal of organizations on the basis of their capacity, comparative qualification, competency and accredited trade available for training.
14. Evaluation of technical proposal shall be done within one month from date of RFP publication.
15. Summary of selected service providers shall be posted on the www.bbsydpsindh.gov.pk
16. Any clarification requests must be in writing or through e-mail and to be received not later than April 8th, 2014.

For the purpose of clarification, the contact person is:

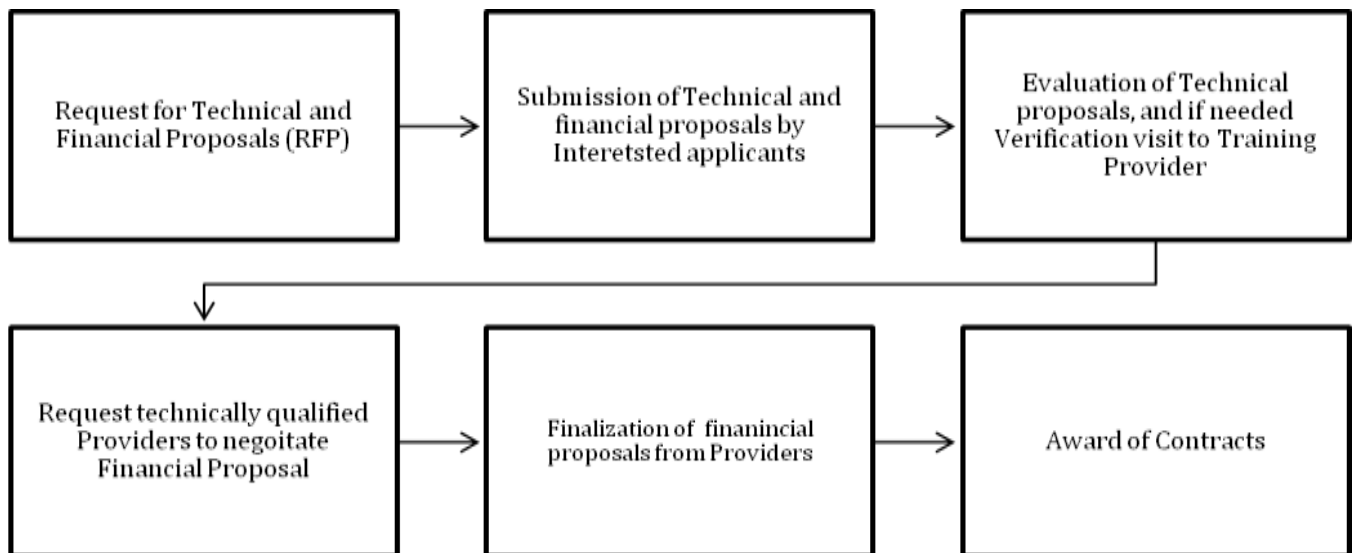
Program Officer-Procurement
Provincial coordination Unit
Benazir Bhutto Shaheed Youth Development Program
info@bbsydpsindh.gov.pk
Phone: 021-99201005-7

BRIEF SUMMARY OF TRAINING UNDER SINDH SKILLS DEVELOPMENT
PROJECT COMPONENT-I

Features	Proposed Parameters
Time Schedule of the Training Services	For enrollment during financial year 2013-14
Target Number of Persons to be enrolled for Training	15,000 (From March 2014 to November 2014) BBSYDP may increase / decrease the set targets.
Recommended Duration of Training	BBSYDP priority will be in the following order (except where mentioned in Appendix A): <ul style="list-style-type: none"> • 6 Months (Min 720 conduct hours) • 4 Months (Min 480 conduct hours) • 3 Months (Min 360 conduct hours)
Job Placement	Those Service Providers will be preferred who have written commitment from employers of Job placement, self-employment, and continuing education/training.
Target Group	<ul style="list-style-type: none"> • Age 18-35 • Must meet the entry requirements as specified in respective training curricula as referred in technical proposal • Must have CNIC with permanent and temporary residential address of their home district and district of residence. • Must not have availed BBSYDP training prior to enrollment.
Service providers	<ol style="list-style-type: none"> 1. Service providers can be: <ul style="list-style-type: none"> ▪ Formal Training Institutes registered with any national / international accredited testing & certifying agency. ▪ Public and Private sector training institutes. ▪ HEC recognized universities. ▪ Employers who have experience of training, such as apprentices training. 2. Service providers must fulfill or agree to below mentioned conditions: <ol style="list-style-type: none"> i. Must be registered with any Government authority or regulatory body. ii. Must have valid NTN / FTN in name of the institute/organization iii. Must have audited financial statement for last one year issued by an ICAP Licensed Chartered Accountant (Public institutions have exemption of this condition). iv. Must agree to open a separate bank account for funds provided by BBSYDP. v. Must agree to allow BBSYDP assigned auditors to check the accounts opened for BBSYDP training, as and when required. vi. Must not be blacklisted by any organization or faced contract cancellation or withholding of funds for contractual violations by BBSYDP in previous training phase(s).

Features	Proposed Parameters
Selection of trades / courses	Service providers may : <ol style="list-style-type: none"> a. Choose one or more trades from the suggested list of courses specified in the advertised request for proposal. Testing / certification from an accredited body is an essential requirement, or as agreed with BBSYDP. b. Service providers may also propose training under any other occupation Group which are of advance level and have established demand for employment subject to the condition that certification from an accredited certification authority is possible. c. All courses where appropriate should have a module on entrepreneurship and BBSYDP will assist in developing linkage with organization such as ILO, SMEDA.
Location of Training	Anywhere in Sindh
Trainees per Class	Up to 25 according to availability of working places in Lab. / workshop and other facilities.
Payment to Service providers	Training Cost (All inclusive) see Annex 3
Training Cost	The financial proposal will be based on training Cost inclusive all expenditures. It will also include: <ul style="list-style-type: none"> • Administrative & Trainers' remuneration • Consumable Training Materials • Rent & Utilities • Amortization of equipment • Certification of Trainees
Trainee Support (Stipend & Dislocation allowance)	Fixed Stipend <ul style="list-style-type: none"> • @ Rs. 2,500 per trainee per month for day scholars in case training location is within the district of residence of trainee. • @ Rs. 1000 as dislocation allocation to facilitate those candidates who will travel 70 kilometers[one way]or more to take training, in districts other than Karachi, • @ Rs. 3000 as dislocation allocation to facilitate those candidates who will move to Karachi to take training from their district of residence • Dislocation allowance will be paid to a trainee, upon furnishing of following documents: <ul style="list-style-type: none"> <input type="checkbox"/> Copy of Domicile <input type="checkbox"/> Copy of CNIC
Submission of Proposal	Service providers will be requested to submit training course wise technical and Financial Proposals, separately for each training course
Cost Evaluation/Negotiation Basis	Training course wise average Training Cost per trainee per month. <i>(Instructions for training cost calculations are given at Annex I)</i>
Single Proposal	In case of single proposal, the weighted average cost per trainee per month of the competitive trades will be used as the bench mark.
Outcome Incentive	Contract may be enhanced based on the performance review indicating if the outcomes exceed the contracted performance level by atleast 20% subject to approval by the Procurement & Technical Committees.
E-Registration	Database of all tested trainees will be matched with NADRA database, after which scrutinized database will be electronically registered

SELECTION PROCESS



FORMAT/CONTENT AND EVALUATION PROFORMA OF TECHNICAL PROPOSALS FROM TRAINING PARTNERS

Evaluation will be done by Technical Proposal Evaluation Committee assigned by BBSYDP.

PART A: Information about Service Providers & Consortium Partners (If Any)
Please provide information about your organization using the following form.

A.I Institution/Organization Profile

Required Information	Response
Legal Name of Service providers	
Name of Consortium Partner(s), if any	
National Tax Number or Free Tax Number in the name of organization (Attach Evidence)	
Name of Owner / CEO / Director	
Phone (Line/Cell)	
email	
Name, Address ¹ , Phone, Fax & email of the Institution / Organization	
Name of Focal Person(For BBSYDP Only)	
Phone(Line/Cell)	
email	
Administrative structure / Status	
Areas of trainings offered (Attach List, if required)	1.
	2.
	3.

- Only Head of Service providers or nominated focal person will be authorized to communicate with BBSYDP

¹ Tehsil/Taluka must be mentioned in the address

PART B: Please provide information about the eligibility of your organization, as per criteria defined by BBSYD, using the following form. Attach relevant document where required.

B.I Affiliation / Registration (attach documents) Mandatory

Required Information	Response
Name of Registration / affiliation with any University / degree awarding board /Institute duly Chartered by the Government. [An international certification will be preferred in the related sectors/trade] (Please provide copy of registration/certification/affiliation)	
In case of partners delivering training (please also provide evidence)	
If you have previously worked with BBSYDP, has your contract been cancelled (in part or in full)? Or was the payment withheld for non-fulfillment of contract	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, in which training Phase	

PART C: Please provide below details on Overall Training Experience, Infrastructure, Staff and Information on maximum or one major assignment in which you have facilitated post training employment

C.I Previous Experience (for each proposed program, attach documentary evidence)
Max Marks = 10

Required Information	Response
Number of Years in the Training Field	
Number / Locations of Training Institutes in Sindh. (Attach district wise list).	
List of Organizations / Clients which Utilize Your Institute / Organization for Training of their Staff	
Is the Institute/ Organization pre-qualified by any Government department, if yes then list all such departments. Please use extra sheet if required.	

C.II Infrastructure Facilities (for each training course proposed).
Max Marks = 20

Required Information	Response
Capacity of trainees / room	
Building whether owned / hired / rented Facilities	
Curriculum accredited by relevant entity	
No. of Lecture Room	
Laboratory (if required)	
Workshop (if required)	
Computers	
Multimedia Projector (if required)	
Backup Generator (KVA)	
Other facilities (Please check on all available)	<input type="checkbox"/> Drinking water <input type="checkbox"/> Washrooms/Sanitations <input type="checkbox"/> Common room(for girls) <input type="checkbox"/> Access to first Aid <input type="checkbox"/> Canteen <input type="checkbox"/> Any other(-----)

C.III Training Course and Relevant Information(for each course proposed) Max Marks 30

Present Courses being run by the Institute/ Organization (Only mention those certificate or diploma courses which are registered with recognized certificate / Diploma awarding Board, University (National or International, or to be agreed with BBSYDP). (Please use extra sheet if required).	Year of Training	Duration of Training (in months)	Number of Enrolled Trainees	Number of graduated Trainees	Number of graduates Placed on Job (attach proof)

C.IV Tutors Potential: (Use extra sheet if required)

Max Marks = 20

Name of Tutors	Qualification	Subject / Trade	Experience in the relevant trade(s)	Email	Cell #

- Note: Please attach CV supported with copies of testimonials duly attested.
- If incase an Institute intends to change / replace a tutor after technical evaluation, it should inform and seek approval from BBSYDP; otherwise, it will be considered violation and manipulation of information provided to BBSYDP in RFP.

C.V Forward Linkages for Employment (for each course proposed) Max Marks = 20

Inclusion of entrepreneurship or soft skills in the Program-BBSYDP will facilitate in provision of related materials.

(Please attach documents viz. MoU / Contract)

Name of Organization / Firm / Industry (Use extra sheet if required. Employers and partners involved in the design and delivery, including internships and on-job training and job placement of graduates)	Nature of Linkage (Formal / Informal)	Number of graduates placed	Years of Continual Linkage

PART D: Please provide below details about training courses intended to be proposed for training delivery in 2013-14

Sr. #	Trade Sector	Trade	Duration of Training	Number of Trainees	Location of Training

- Note: Add more rows, if required
- Technically qualified Service Providers will be allowed to review the courses and number of persons to be trained at the time of negotiations.

Please provide information in not more than 250 words about your past practices, in which you envisioned scope of work as your professional achievement. *(Please use extra sheet)*

ANNEXURE III.CERTIFICATION AND FORM OF FINANCIAL PROPOSAL

Date: _____

To:

Provincial Coordinator,
PCU, BBSYDP
3rd Floor State Life Building,
Dr.Ziauddin Ahmed Road-Karachi-Pakistan

Dear Sir:

Having examined the RFP, the receipt of which is hereby duly acknowledged, we, the undersigned, undertake, if our proposal is accepted, to deliver the training in accordance with the delivery schedule specified in the technical proposal.

We agree to abide by this proposal for a period of 90days from the date fixed for proposal opening, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this proposal, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any proposal you may receive.

Dated this _____ day of _____ 2014_____.

[signature]

[in the capacity of]

Duly authorized to sign proposal for and on behalf of _____

TEMPLATE FOR DEVELOPMENT OF DETAILED FINANCIAL PROPOSALS

Financial Proposal is to be submitted in a separate sealed envelope from the technical proposal. The proposal must follow the model attached, and details of proposed expenses should be attached as appropriate. A separate financial proposal must be provided for each proposed training program/course

Name and address of Service Provider: _____

Phone: _____

Fax/EMail: _____

Duration of Contract: (months) _____

Title of training program/course _____

Number of Trainees to be served/trained:- _____

1. Total staff and administrative costs and fees _____

2. Total Rent and Utilities _____

3. Non-durable goods, hand tools, consumables (max 25% of total cost) _____

4. Depreciation for fixed assets (maximum 20% per year) _____

5. Total Anticipated Budget for Contract (total 1-4): _____

6. Unit Cost per Trainee (5 divided by # of trainees) _____

7. Anticipated billing rate per month per client
(Unit cost (6) /length of training contract in months)

8. Proposed Job Placement, self-employment, continuing education/training Rate
(required minimum 35% for round II)

Signed/date: _____

INSTRUCTIONS FOR TRAINING COST CALCULATIONS

1. **Total staff and administrative costs and fees:** This may include all full time teaching staff, having atleast one level above the minimum level of trainees; and collaborators salaries involved in the contract for the duration of the contract (including training costs), per diem for the service provider related to the trips of personnel for delivering the services, transportation costs of the service provider related to the contract (meaning the transportation cost for the personnel and equipment necessary to deliver the services to and from the community where the activity takes place), profit and promotion costs. The salaries will be budgeted according to the market price of the services delivered, and are to reflect the quality of the service delivered and other similar costs.
2. **Rent and utilities:** This may include all rent for the facilities and/or equipment and utilities cost proved through contracts (heating, water, electricity, communication costs-telephone, fax) related to the services delivered. Rent is not to be reimbursed if the service provider is the owner of the space where the services are to be provided. If the service delivery takes place at another location than the headquarter of the service provider, the effective costs related to this budget item are to be reimbursed for the services delivered in the community where the active measure is implemented and/or those proportional for the data processing or other activities in strong connection with the contract, on-going at the headquarter of the service provider
3. **Non-durable goods, tools, and consumables:** This should include non-inventory items which are normally of use for less than one year including: (i) consumable materials (i.e. cloth, welding gas), (ii) small tools which are used in the training and could be made available to trainees at the end of the program, and (iii) training materials necessary to deliver services to clients under the contract. Maximum of 25% of contract price.
4. **Depreciation of fixed assets:** include only the costs for amortization/depreciation for the fixed assets purchased from their own resources, during the program and/or existent and effectively used by the service provider to implement the training program. The rate of reimbursable amortization for training equipment is of maximum 20% per year (30% for computer/automation equipment and software). The program does not directly finance the purchase of fixed assets. The list of the owned fixed assets should be attached at the Description of Service Provided in the Technical Offer.
5. **Total Anticipated budget (Training Institutions):** This is the total of items 1-4 above and will be the total amount committed by the Contract.
6. **Unit cost per trainee:** This will simply be the total amount of the budget (#5) divided by the number of trainees to be served for the duration of the contract.
7. **Agreed Billing rate per month per client:** This is simply the Unit Cost Per Client (#6) divided by the number of months of the contract. The actual amount paid by the BBSYDP to the Contractor each month will be based on the actual number of trainees participating each month.
8. **Agreed outcomes:** All training contracts must have agreed outcomes which can included trainees which are employed and or self-employed, or continuing further training. The minimum acceptable percentage for training is 35%.

Summary of Cost Schedule for Proposed Trainings in Pak. Rupees

Name of Proposer _____

Sector/Field _____

1	2	3	4	5	6	7
S. No.	Course Title (with *ISCO Code if any)	Duration	Eligibility	Consolidated Cost of the course per trainee with exam./ certification per trainee	Proposed Number of Trainees	Total Amount

**N.B: The training proposals based on International Standard Classification of Occupations [ISCO] by International Labour Organization [ILO] will be preferred.*

Signature of Proposer _____

ANNEXURE IV - SAMPLE FORM OF C O N T R A C T

This contract is made at Karachi on this ----- day of -----, 2014.

BETWEEN

The Governor of Sindh (hereinafter referred to as Government of Sindh (The Client) which term shall include his successors in office and assignees, acting through the Provincial Coordinator, Benazir Bhutto Shaheed Youth Development Program, Government of Sindh, of the first part,

AND

_____, having their principal office at _____ which term shall include their successors in office, legal representatives, assignees and partners (hereinafter referred to as SERVICE PROVIDERS / ORGANIZATION), of the SECOND PART.

WHEREAS the CLIENT required the services for following training/activities and the SERVICE PROVIDERS / ORGANIZATION is willing to provide said training / services / carry out activities as specified in the table below:

Sr. #	Title of Course	Location	Eligibility	Duration (months)	Complete cost of course per trainee	No. of Trainees per batch	No. of Batches	Total Cost

The payment of training cost is subject to actual number of trainees each month as defined in Para 12 (a & b)

AND WHEREAS the TRAINING INSTITUTE/ORGANIZATION has offered to provide the services / training, as detailed in **Appendix I** attached to this Contract and the Client has accepted the offer subject to the terms & conditions hereinafter appearing. The terms of reference for the required training/services are attached at **Appendix II**. The Contract and the Appendices (Appendix I & II) are to be read as one document and made integral part of the Contract.

NOW, THEREFORE, this contract witnesses as follows:

1. Duration:

The SERVICE PROVIDERS /ORGANIZATION shall perform/provide the training to the candidates/youth, during the tenure commencing from the date of signing of the Contract and continuing through end date of last course of the Contract or any other period as may be subsequently agreed by the parties in writing unless it is prematurely terminated by either of the parties for the reason recorded in writing or extended based on terms and conditions agreed by both the parties.

2. Skill and Care:

The SERVICE PROVIDERS /ORGANIZATION undertakes to provide all the required skill, care and diligence in the provision of training as specified in the Terms of Reference attached as **Appendix II**, to this contract to the candidates or youth selected for the purpose by the Client.

3. Performance Standards:

The SERVICE PROVIDERS /ORGANIZATION undertakes to perform the services with highest standard of professional, ethical competency, integrity and quality of modules/material of training as per standards of Certificate / Diploma giving authority. It shall promptly (within three working days) take remedial measures and if requested replace any employee assigned under this contract, whose performance is considered unsatisfactory by the Client. **Failure to meet negotiated rates of performance (SEE ANNEX 1 (a) 9) will result in the contractor being disqualified for further training contracts for one year in the program area which failed to meet negotiated outcome.**

4. Training Material and Equipment:

SERVICE PROVIDERS /ORGANIZATION shall be responsible for preparing and providing all training materials necessary for the provision/offering training to all trainees..

5. Reporting:

The SERVICE PROVIDERS /ORGANIZATION undertakes to produce reports, as specified in Guidelines Version Vor as and when required by the Client. These reports shall be submitted in electronic form alongwith hard copies to the Client. Any advice of the Client thereon shall be binding upon the SERVICE PROVIDERS /ORGANIZATION.

6. Working Days / Training Hours:

The usual working days will be six days of the week for training estimated to be at least five hours a day or minimum 30 training hours per week (excluding breaks). However, for those SERVICE PROVIDERS/ORGANIZATIONS which work five days a week, completion of 30 training hours per week will be allowed. However, it is expected that they shall work in excess of these hours when required by the Client, in order to compensate for holidays, emergency or unavoidable situations. These classes shall preferably be conducted during the working hours of the Government of Sindh keeping in view the convenience of the trainees, as agreed with the Client.

7. Financial Reporting and invoicing instructions:

- a. All invoices must contain details of the bank account to which payments are to be made and must be presented in original. Details of expenditure shall be clearly stated in the invoice.
- b. All invoices should be endorsed as follows:
“We certify that the amounts claimed in the invoice have been wholly and necessarily incurred for the purpose of this training or service and have not been claimed before”.

- c. All invoices/claims shall be supported with relevant documents and the assignment reports.

8. Copyright and confidentiality:

- a. The SERVICE PROVIDERS/ORGANIZATION shall not disclose any proprietary or confidential information relating to this contract or the Client's business or operations without the prior written consent of the Client during the contract period or after the expiration thereof.
- b. The intellectual property including studies, report, other material, graphics, software, training modules, etc. produced as exclusive and direct consequences of its funding shall be the property of Client and the SERVICE PROVIDERS /ORGANIZATION has no right whatsoever on the said intellectual property.

9. Dissatisfaction:

- a. If for any reason the Client is dissatisfied with the services, displeasure shall be given in writing to the Service Providers with a reasonable period (3-4 days) for improvement of services.
- b. The Service Provider shall improve the indicated areas, within the prescribed period followed by an intimation letter to the client about the redressal/compliance. The claim will then verified by the Client.
- c. In case of non-compliance, the Client shall determine the size of applicable withhold amount, in accordance with clause 9-d; and in case inefficient services persist for along/till the completion of training, Client may have right to forfeit the withheld cost of training and shall not be liable to entertain any claims.
- d. Training cost is proportional to the services rendered(i) Trainers' Capacity/ Delivery, (ii) Training Manual/ Book/ Literature, (iii) Training Material, Machines & Equipment, (iv) Learning Climate (Building, Electricity, Fans, Furniture), and (v) Facilities (Washroom, Power Backup, Drinking Water, Cleanliness, etc), and the proportion to the falling activity is deemed to be withheld from the training cost of the non-compliance period.

10. Governing Law:

This Contract shall be governed by and construed in accordance with the laws of Islamic Republic of Pakistan. The communication language shall be English.

11. Payment:

The training cost will be paid as per the following schedule/tranches:

Category of Training	No. of Installments	% of Training Cost
Training duration up to 2 months	Four	25% (upon evidence of registration of trainees) 15% (one month after start of training, evidence of opening of bank accounts of trainees). 25% (end of training, upon validation by the third party) 35% (after award of Certificates to Trainees by the institutes / organization) and confirmation of employment to at 35% trainees.
Training duration 3 to 6 months	Five	25% (upon registration of trainees). 15% (One month after start of training, evidence of opening of bank accounts of trainees).. 20% (upon completion of 50% of the curriculum and certified by the third party). 20% (upon completion of 75% of the curriculum and certified by the third party). 20% (upon 100% completion of the curriculum, certified by the third party, award of Certificates to the Trainees by the institute / organization. Confirmation of employment to at least 35% trainees).
Training duration 7 to 12 months	Five	25% (upon evidence of registration of trainees) 15% (One month after start of training, and opening of bank accounts of trainees). 20% (upon completion of 50% of the curriculum and certified by the third party). 20% upon completion of 75% of the curriculum and certified by the third party. 20% (upon 100% completion of the curriculum, certified by the third party, award of Certificates to the Trainees by the institute / organization. Confirmation of job facilitation offer of employment to at least 35% trainees).
Training duration more than 12 months	Five	25% (upon evidence of registration of trainees) 15% (upon One month of start of training, and opening of bank accounts of trainees). 20% (upon completion of 50% of the curriculum and certified by the third party). 20% upon completion of 75% of the

		curriculum and certified by the third party) 20% (upon 100% completion of the curriculum, certified by the third party, award of Certificates to the Trainees by the institute / organization. Confirmation of job facilitation offer of employment to at least 35% trainees).
--	--	--

12. Actual number of Trainees:

- a. Only those trainees will be considered as ‘actual number of trainees’ for processing 1st installment of training cost who shall be confirmed/cleared and supported from PCU database to receive and submit duly signed offer letter from and to institutes.
- b. Trainees will be considered as ‘actual number of trainees’ for processing of 2nd installment of training cost who have bank accounts in the designated bank and branch as specified by the Client.
- c. In case of any doubt or mis-reporting of attendance by any Institute/Organization, the average number of trainees physically verified during three random and consecutive visits of the concerned period, by representative of the client, will be considered as ‘actual number of trainees’ for the purpose of training cost for the concerned period.
- d. The Trainees having less than 60% attendance for two consecutive months will be expelled from the training program, by SERVICE PROVIDERS / ORGANIZATION, under intimation to the client.

13. Stipend and Dislocation Allowance:

Stipend and dislocation allowance (if applicable) shall be paid to the trainees by the Client based upon the reports on prescribed format provided by the SERVICE PROVIDERS / ORGANIZATION, which should be given in a timely manner.

14. Payment Condition:

- a. Government tax, if applicable, shall be deducted at source before making any kind of payment.
- b. Retention money, at the rate of 5% Performance Guarantee of total training cost, will be withheld at source from the first installment; the same will be refunded after completion of Contract.
- c. Payment shall be made in Pak. Rupees, on submission of invoices on the basis of actual numbers of trainees (to be determined as defined in Clause 12 of the Contract) by the SERVICE PROVIDERS/ORGANIZATION in duplicate to the Client.
- d. Final payments will be withheld until the contractor submits a completion report certifying that negotiated outcomes have been met (see Annex 1(a) 9). Such reports must be submitted within 90 days of course completion.

15. Certification of Trainees:

SERVICE PROVIDERS/ ORGANIZATION shall register the trainees with external authorized certification agency for testing/examination and external certification (Board, University etc.). SERVICE PROVIDERS/ORGANIZATION having proof of status as authorized certificate awarding body for offered course or as agreed with BBSYDP may be admissible for the condition of payment of training cost under clause 11 of this contract.

16. Employment Facilitation and Verification²:

- a. SERVICE PROVIDERS/ ORGANIZATION shall facilitate the employment, self-employment or continuing education of their trainees and duly submit the signed and stamped status of all of their trainees who are employed after the training.
- b. Final payments will only be made to those Service providers who are able to successfully place the contracted level of trainees (minimum 35%) and can provide adequate evidence in this respect.
- c. Employment, self-employment or continuing education claims made by the Service providers will be verified by PCU-BBSYDP of last installment as per clause 11 of this contract,
- d. The Client shall be liable to conduct the verification of the employment status submitted by the SERVICE PROVIDERS/ORGANIZATION, within two weeks of the receiving of employment status and to communicate the verification status to the service provider.
- e. In case employment status is not verifiable, service provider will update the completion report and resubmit the new status after fresh efforts for the employment facilitation in the remaining period of the time barring provision clause 17 of this contract.

17. Time Barring for Unfulfilled Services:

All payments under this contract, for unfulfilled services, conditional for payment of installment, as per clause 11 of this contract, shall become time barred after 90 days of the completion of training, until and unless another date for time barring has been agreed upon between the parties before the date of time barring. After which, no further extension of the same shall be admissible.

18. Termination of Contract:

Either party can terminate contract giving cogent reasons with one month notice.

19. Dispute Resolution:

Any dispute arising out of the Contract which cannot be amicably settled between the parties shall be referred to _____ for adjudication in accordance with the laws of the country.

² BBSYDP is in the process of improving the quality and efficiency of the employment verification process. The final contract that will be concluded with selected training providers is, therefore, expected to include revisions to this Article 16, particularly sections 16.d and 16.e.

IN WITNESS WHEREOF the Parties hereto set their hands and subscribe signatures hereunto at Karachi, on the day, month and the year as mentioned above in presence of the witnesses.

Program Officer (Procurement),
Provincial Coordination Unit,
Benazir Bhutto Shaheed Youth
Development Program,
Chief Minister's Secretariat, Sindh
OF THE FIRST PART.

Training Institute /
Organization,
OF THE SECOND PART

WITNESSES

Program Officer (Concerned)
Provincial Coordination Unit
Benazir Bhutto Shaheed
Youth Development Program
Chief Minister's Secretariat, Sindh
OF THE FIRST PART.

Representative
OF THE SECOND PART

Benazir Bhutto Shaheed Youth Development Program**(a) Implementation responsibilities of Training Institutes / Organizations**

Sr. #	Training Requisites	Classification	Details of Responsibilities
1	Faculty	<ul style="list-style-type: none"> • Tutors / Trainers 	<ul style="list-style-type: none"> • Engage trained and well qualified faculty to meet the requirement of curriculum and arrange ToT for refresher of faculty. • Provide list of trainers/ faculty to the PCU BBSYDP.
2	Work Plan	<ul style="list-style-type: none"> • Training Implementation Plan 	<ul style="list-style-type: none"> • Developing and Implementing work plan for trainings
3	ID Cards	<ul style="list-style-type: none"> • BBSYDP trainees ID cards 	<ul style="list-style-type: none"> • Ensure timely issuance of BBSYDP trainees neck hanging ID cards.
4	Training arrangements	<ul style="list-style-type: none"> • Training Manuals/Module 	<ul style="list-style-type: none"> • Development of Training Manuals/Modules for Trainers and provision to all Trainers. • Development of Training Modules/Manuals for Trainees and provision to all Trainees.
		<ul style="list-style-type: none"> • Infrastructure 	<ul style="list-style-type: none"> • Provision of complete infrastructure as described below: <ul style="list-style-type: none"> ▪ Equipped class rooms ▪ Labs/ workshops and libraries. ▪ Drinking water ▪ Power back up ▪ Washrooms ▪ Air conditioned class rooms • Maintenance of above baseline facilities. • Assist Trainees in accommodation and transportation (If applicable).
		<ul style="list-style-type: none"> • Teaching Equipment 	<ul style="list-style-type: none"> • Developing and Implementing course related learning material, Evaluation and Testing Tools for Trainees.
5	MIS Section	MIS Section for Maintaining record of trainings	<ul style="list-style-type: none"> • Establishment of MIS for reporting trainees attendance and periodic progress to PCU-BBSYDP. • Liaison with PCU- BBSYDP to ensure that no trainees is already registered or self duplicate. • Handing over entire record of BBSYDP graduates to PCU-BBSYDP (in hard and soft) form.
			<ul style="list-style-type: none"> • Maintain monthly record of trainees tests conducted trade/ course wise. • Maintain record of absent, expelled, self duplicate, already registered trainees duly verified by PCU-BBSYDP.

Sr. #	Training Requisites	Classification	Details of Responsibilities
7	Bank Accounts	<ul style="list-style-type: none"> • Stipend transfer 	<ul style="list-style-type: none"> • Ensure opening of bank accounts of trainees
8	Certification	<ul style="list-style-type: none"> • Graduation ceremony to award certificates 	<ul style="list-style-type: none"> • Share with PCU-BBSYDP the layout of the certificate before awarding the certificate to BBSYDP trainees. • Holding of certificate award ceremony / certification to trainees on completion of training. • Provide required certification to trainees on completion of training. • Maintain video record of graduation ceremony.
9	Employment	<ul style="list-style-type: none"> • Job facilitation 	<ul style="list-style-type: none"> • Confirmation of employment, self -employment, or continuing education/training to at least 35% trainees • Connect trainees with employers. • Organize 2 to 3 One day seminar in the premises of Institute to provide/ facilitate access to prospective employers for forward linkages of trainees.
10	Training Completion	<ul style="list-style-type: none"> • Submission of Training Completion report 	<ul style="list-style-type: none"> • Ensure submission of training completion Report. (Hard & Soft form).
11	Training Cost	<ul style="list-style-type: none"> • Training cost claim invoices 	<ul style="list-style-type: none"> • Ensure submission of invoices clearly indicating claim for the month, date of submission of claim, invoice number, number of trainees claimed, cost per trainee, duration of course, name of trade/ course, Registration # of institute, NTN# etc or any other information sought by BBSYDP for processing the training cost.
12	Third Party Validation	<ul style="list-style-type: none"> • Third Party Validation of BBSYDP trainings 	<ul style="list-style-type: none"> • Extend assistance for carrying out Third Party Validation of BBSYDP trainings.

(b) Responsibility of the PCU (PSTW) BBSYDP

S. #	Description of Services / Activities
1.	Selection of Trainees.
2.	To guide and supervise Institutes / Organizations
3.	To ensure effective coordination and support for Institutes / Organization
4.	To ensure timely releases of training cost to Institutes / Organizations on the basis of deliverables
5.	To ensure timely release of stipend to trainees on the basis of Institute certified attendance.
6	Continuous monitoring through different monitoring streams (PC, DPC, POs& DMCs).

SURETY BOND

I _____, S/o _____ CNIC # _____
Proprietor / Director / Owner of M/s. _____ having
Training Institute / Organization at _____
undertake that I will abide by all clauses of the Contract and fulfill **the responsibilities of Training Institute/ Provider** as reflected in **Appendix - I** which is an integral part of this contract, made between PCU BBSYDP and my Training Institute / Organization.

In case of non-compliance/ failure in implementation of the training program, Training Costs or part thereof may be with-held by the PCU- BBSYDP and / or I may be liable to pay damages as determined by the Government.

Signed on _____ at Karachi in the presence of following witnesses:-

Program Officer (Concerned)
Benazir Bhutto Shaheed
Youth Development Program,
Chief Minister's Secretariat, Sindh
OF THE FIRST PART.

Training Institute /
Organization,
OF THE SECOND PART

Invoice

Logo
of Institute

Telephone: _____
Fax: _____
e-mail: _____
Focal Person's Name: _____
Cell # _____

To,

The Provincial Coordinator,
Benazir Bhutto Shaheed Youth Development Program
(BBSYDP) 3rd Floor, State life Building # 3
Dr.Zia-Ud-Din Ahmed Road, Karachi
Ph: 021-9920-1005-7, fax: 021-9920-1004

Invoice No: _____
Date: _____

Date of commencement of training: _____ (Batch # _____)
Period of claim: from _____ to _____
Month of claim (No.) _____

Amount in Pak Rupees

Sr.#	Title of course	Course Duration	Course Completion Date	Complete cost of course per trainee	% of claim as per contract	Actual no, of trainees during the month	Amount claimed
	Grand Total						

(Amount in Pak Rupees: _____ only).

“We certify that this amount has not been claimed before”

National tax number (NTN): _____

Enclosed: List of Trainees (Course Wise) with Date of Joining & Attendance for the month for which training cost is claimed

Payment Acknowledgement:

The previous payment against Invoice(s) # _____ through cheque # _____ dated: _____ amounting to Rs. _____ is acknowledged.

Signature & Stamp