

INVITATION TO TENDER

TO:

Date of issue:	23 th October, 2023
Tender no.:	CSSP/EU/Tender23/005
Contract/PO title:	Training of Youth on Vocational & Technical skill
Closing date:	06 th November, 2023 at 12:00 PM
Tender opening:	06 th November, 2023 at 2:00 PM
Contracting Authority:	Civil Society Support Program (CSSP) Head Office, Contact person: Asghar Ali PH#0334-2894064 Tel: 022-2102822 Email: procurement@cssp.org.pk

CIVIL SOCIETY SUPPORT PROGRAM (CSSP) INVITES YOU TO SUBMIT A PROPOSAL FOR TVET TRAININGS AND OTHER SKILL DEVELOPMENT ACTIVITIES IN MIRPURKHAS & SANGHAR DISTRICTS.

Dear Sir/Madam,

The Service is required for Trainings of youth on Technical & Vocational skills in Mirpurkhas & Sanghar districts, an intervention supported by EU funded Power to the Youth project. Please find enclosed the following documents which constitute the Request for Proposal:

A – Instructions

Annex 1: Terms of Reference

Annex 2: Proposal Submission Form (to be completed by the Candidate)

2(A): Technical Proposal

2(B): Financial Proposal

Annex 3: Company Information

Annex 4: General Terms and Conditions for Service Contracts

Annex 5: Code of Conduct for Contractors

A. INSTRUCTIONS

In submitting a proposal, the Company/firm/institute accepts in full and without restriction the special and general conditions including annexes governing this Contract as the sole basis of this procedure, whatever his own conditions of services may be, which the Candidate hereby waives. The Candidates are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this Request for Proposal.

A.1. Scope of services

The Services required by the Contracting Authority are described in the Terms of Reference in Annex 1.

The Candidate shall offer the totality of the Services described in the Terms of Reference. Candidates offering only part of the required Services will be rejected.

A.2. Cost of proposal

The Candidate shall bear all costs associated with the preparation and submission of his proposal and the Contracting Authority is not responsible or liable for these costs, regardless of the conduct or outcome of the process.

A.3. Eligibility and qualification requirements

Candidates are not eligible to participate in this procedure if they are in one of the situations listed in article 33 of the General Terms and Conditions for Service Contracts.

Candidates shall in the Proposal Submission Form attest that they meet the above eligibility criteria. If required by the Contracting Authority, the Candidate whose proposal is accepted shall further provide evidence satisfactory to the Contracting Authority of its eligibility.

Candidates are also requested to certify that they comply with the Code of Conduct for Contractors.

A.4. Exclusion from award of contracts

Contracts may not be awarded to Candidates who, during this procedure:

- (a) are subject to conflict of interest
- (b) are guilty of misrepresentation in supplying the information required by the Contracting Authority as a condition of participation in the Contract procedure or fail to supply this information

A.5. Documents comprising the Request for Proposal

The Candidate shall complete and submit all the required Annexes having authorized person's signatures and stamp of the company.

In addition, the bidder must submit the following documents along with the proposal;

1. Detailed organization profile mentioning relevant experience in technical and vocational skill trainings
2. Registration certificates with STEVTA or Trade Testing Board
3. NTN/Tax certificates
4. CVs of proposed Trainers highlighting their relevant experience and credentials.

The proposal and all correspondence and documents related to the Request for Proposal exchanged by the Candidate and the Contracting Authority must be written in the language of the procedure, which is English.

A.6. Financial proposal

The Financial Proposal shall be presented as an amount in PKR in the Proposal Submission Form in Annex 2 (B) included all government applicable taxes.

A.7. Company/firm/institute’s proposed personnel

In the Organisation and Methodology Form, Annex 2 (A), the Candidate shall include the strategy and methodology for the assignment and will also provide details of the proposed trainers’ team members as required.

The Company/firm/institute whose proposal is accepted shall provide, if so requested by the Contracting Authority, copies of diplomas and employers’ certificates or references proving the proposed trainers’ education, and professional experience.

A.8. Validity

Proposals shall remain valid and open for acceptance for 30 days after the closing date.

A.9. Submission of proposals and closing date

Proposals must be received at the address mentioned on the front page in a sealed envelope not later than the closing date and time specified on the front page.

A.10. Evaluation of Proposals

The evaluation method will be the quality and cost-based selection. A two-stage procedure shall be utilised in evaluating the Proposals; a technical evaluation and a financial evaluation.

Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights of 60% for the Technical Proposal; and 40% for the financial proposal. Each proposal’s overall score shall therefore be: St X 60% + Sf X 40%.

Technical evaluation

For the evaluation of the technical proposals, the Contracting Authority shall take the following criteria into consideration, with the indicated weights:

Technical evaluation		Maximum Points
1	Organization’s relevant experience (specialised knowledge and experience in the field of assignment)	30
2	Proposed trainers’ expertise (relevant technical qualifications, experience)	30
3	Proposed Trainer’s proficiency in local language (Sindhi)	20
4	Conceptual clarity / understanding of the tasks as per TORs	20
Total Technical Score		100

Interviews

The Contracting Authority reserves the right to call to interview the Company/firm/institute having submitted proposals determined to be substantially responsive.

Financial evaluation

Each proposal shall be given a financial score. The lowest Financial Proposal (Fm) will be given a financial score (Sf) of 100 points. The formula for determining the financial scores shall be the following:

$Sf = 100 \times Fm/F$, in which

Sf is the financial score

Fm is the lowest price and

F is the price of the proposal under evaluation

Negotiations

The Contracting Authority reserves the right to contact the Company/firm/institute having submitted proposals determined to be substantially and technically responsive, in order to propose a negotiation of the terms of such proposals. Negotiations will not entail any substantial deviation to the terms and conditions of the Request for Proposal, but shall have the purpose of obtaining from the Candidates better conditions in terms of technical quality, implementation periods, payment conditions, etc.

Negotiations may however have the purpose of reducing the scope of the services or revising other terms of the Contract in order to reduce the proposed remuneration when the proposed remunerations exceed the available budget.

A.11. Award criteria

The Contracting Authority will award the Contract to the Company/firm/institute whose proposal has been determined to be substantially responsive to the documents of the Request for Proposal and which has obtained the highest overall score.

A.12. Signature and entry into force of the Contract

Prior to the expiration of the period of the validity of the proposal, the Contracting Authority will inform the successful Candidate in writing that its proposal has been accepted and inform the unsuccessful Candidates in writing about the result of the evaluation process.

Within 3 days of receipt of the Contract, not yet signed by the Contracting Authority, the successful Company/firm/institute must sign and date the Contract and return it to the Contracting Authority. On signing the Contract, the successful Candidate will become the Contractor and the Contract will enter into force once signed by the Contracting Authority.

If the successful Company/firm/institute fails to sign and return the Contract within the days stipulated, the Contracting Authority may consider the acceptance of the proposal to be cancelled without prejudice to the Contracting Authority's right to claim compensation or pursue any other remedy in respect of such failure, and the successful Company/firm/institute will have no claim whatsoever on the Contracting Authority.

A.13. Cancellation for convenience

The Contracting Authority may for its own convenience and without charge or liability cancel the procedure at any stage.

A.14. Data Protection and Privacy

The Contracting Authority may collect and process personnel data such as names, addresses, telephone numbers, email addresses, banking details and CVs. Such data will be used for the sole purpose of managing the procurement process and any subsequent Contract issued as a result of the procurement process, including transmission to bodies charged with monitoring and or inspecting procurement processes, in accordance with applicable EU, international and national law on data protection. Data may be stored for as long as a legitimate reason remains for its storage and up to a period of seven years.

Submission of any bid, proposal, quotation or offer and acceptance of any subsequent Purchase Order or Contract signifies the bidders consent to such data collection and its processing

The General Terms and Conditions provide reference to the specific rights, and regulations related to the data that is stored.

ANNEX 1: TERMS OF REFERENCE

Activity NO: Training of Youth on Vocational & Technical skill EU-Power to Youth Project

1. Introduction of the Organization

The Civil Society Support Programme (CSSP) is a non-profit civil society organization which emerged as a response to the challenges facing the civil society of Pakistan, with regards to the fight against poverty, social injustice, and governance issues. CSSP has been working in Pakistan since 2007 and has implemented projects for youth socio economic empowerment. The organization has worked in Sindh, Punjab, Baluchistan and Khyber Pakhtunkhwa provinces of Pakistan.

2. Background of the Project

CSSP is implementing the project titled, "Power to the Youth" in Mirpurkhas and Sanghar districts of Sindh province to provide youth with economic resilience opportunities in Covid-19 pandemic. The project is a youth centric initiative to address key socio-economic challenges affecting low income and vulnerable groups' particularly young women, people with disabilities, transgender, and religious minorities. The proposed project is being implemented at the community level in **Mirpurkhas** and **Sanghar** districts of Sindh. The interventions are aimed to create an enabling environment for the low-income youth to take efforts for social progress and uphold the rights of vulnerable groups within their communities; facilitate technological and economic empowerment of young people through a variety of innovative interventions; and mobilise civil society for active participation of youth and mainstreaming youth inclusion for better development and governance in national framework. CSSP will enhance skills of 3150 youth of 15-29 age through three months skill training during 2 years.

3. The Assignment:

CSSP aims to hire services of qualified trainer/consultants conduct Vocational and Technical trainings youth of Sanghar and Mirpurkhas Districts. After a detail consultation with Youth, district management, business sector people and skill development institutions and market study findings CSSP decided to bifurcate skill training component in four major sectors; manufacturing skills/Cottage industry, technical/skill trainings, professional's development and soft skills.

Total Number of youth to be trained: 1550 (775 youth per district)

Trades

Sr #	Trades	Material List	Duration of Trade
1	E-Commerce		3months
2	School Uniform Specialist/Baby Garments		3months
3	Block Printing & Tie-Dye		3months
4	Air Conditioning & Refrigerator Repair		3months
5	Electrician		3months
6	Plumber		3months
7	ECE/Teacher		3months
8	Mobile Phone Repair		3months
9	Driving		3months
10	Auto Electrician		3months
11	Health Technician/Lab Technician/ Midwifery		3months
12	Beauty Care		3months

District Wise Rozgar Centers in District Sanghar and Mirpurkhas

S,No	District	Rozgar Centers (RCs)
1	Sanghar	Sanghar
2		Mian
3		Ghundhan
4		Jhol
5		Bhittai Form
6		Jam Nawaz
7		N.Abad
8		Bobi
9		Kandiary
10		PSSR
11	Mirpurkhas	Kaak
12		Al Noor
13		Mirwah
14		Gangaram
15		KB Khatyan
16		Jeewan Lundh
17		Sobho khan Lashari
18		Sindhri
19		Girhore sharif
20		Darya Khan Jarwar

Logistic support: Consultant firm will manage/arrange the training venue, All training material should be provide with time line /before 1 week start the trader and *handouts* for trainees.

4. Rationale of the Assignment

CSSP team with the support of consultancy firm/institution will develop registration format of the Trainee and also develop a detailed presentations on the above-mentioned trades. CSSP team and consultancy firm/institution will identify the low-income disadvantaged youth including adolescent, young women, PWDs, minorities, GBV survivors and transgender aged 15-29 and form batch of 20-30 trainees. The team also fill out the registration forms and upload on the excel sheet in both districts. CSSP program team with support of consultancy firm/institution will segregate the list of trade and UC wise for approval. Trainer/ firm will provide training manual of relevant trade after approval of CSSP Management Trainer/Firm will design and conduct the training.

5. Objectives of the Vocational and Technical Training

Two-Three Months training will be conducted with following objectives:

- Impart technical and business skills Trades to be given to identified and interested youth of district Sanghar and Mirpurkhas.
- Develop Concepts and modern techniques of Business trades and Marketing through different channels.
- Increase self-employment and job placements of identified youth of Mirpurkhas and Sanghar in the field of E-Marketing and E- shopping and local market influentials
- Facilitate and assist trained youth in developing business plan/clubs.
- Upgrade the existing skills of the youth to enable them for starting self-business or engage in job of particular skill.

Detail of assigned Tasks:

S.No	Task/Activity
1	Selection/finalizing trainees/ artisans from the identified youth.
2	Grading and scrutinizing trainees and develop trainees batch.
3	Develop training Manual as per indented trades
4	Develop trainees material
5	Develop pre- post training tools
6	Conduct pre- test and develop report.
7	Purchase and provide required material and equipment before start the each trade (1week before)
8	Develop training plans for Monthly, weekly and daily sessions; and implement accordingly.
9	Conduct skill training as per developed manual
10	Develop weekly and monthly training assessment and progress report.
11	Conduct in-house academic sessions and exchange visits for marketing skills development of trainees
12	Develop and implement trainee's internship/Placement plan of each trainee.
13	Develop business plan of each trainee according to skill/ trade.
14	Ensure job placement/ assist in starting own business of 70% of total trainees.
15	Conduct follow up visits of artisans during placement/ Job place and trouble shooting.
16	Maintain record of trainees such as personal file, attendance sheets. Progress reports and business plans etc.
17	Post-test and training evaluation.
18	Maintain the Data Sheet of Employed Youth and timely sharing with CSSP
19	Designing & Printing of training related material-sample of each item should be share/submit in advance (trade wise)
20	Identification & selection of trainers having releavant experience of the specific trader(Must have IT Skills)
21	Conduct ToT of trade wise trainer
22	GRN should be submitted from the Authorized person at the time of delievery of items (before start of the each trade)
23	Submission of Final report
24	Certificate

6. Methodology

There will be two major training methods in-house and on job training. The training consultant will utilize various participatory methods like technical academic sessions, skill exercises, practical exercises, models development, marketing and business club. The sharing of individual experiences can greatly enrich the training process and help master trainers to find ways to launch the training in their own work experience and context.

The trainer/training consultant will additionally lead the development of evaluation tools for the training such as pre-test and post-test forms along with observation and feedback on what went well in the activities and what needs to be done to make it more appealing for youth. The trainer shall also record short videos of youth on feedback and comments on training which will be handed over to CSSP project team.

7. Participants and training venue

The training will be organized in district Sanghar and Mirpurkhas at skill institute available/identified in the targeted district with an expected number of 1550 participants. CSSP team will identify trainees and consultant/ firm will further shortlist trainees considering interest and potential skills.

8. Expected outcome

- Provide technical skill and knowledge of said business to the interested or nominated trainee at each RCs. 1550 youth will be getting skills training (with morning & evening shift) at each training site in targeted districts Sanghar and Mirpurkhas.
- Created training leading to job employment and self-employment in different sector/trade related with potential market.
- Ensured skilled employees in the skill trade firms/markets enhancing and establishing the different business in their villages, nearby markets, bus stops etc.
- Established business and market linkages with the local, provincial and national markets and companies of TVET business skills training for facilitating placement of trained candidates.
- All skills trainee will have their own business or settled their economically empowered

9. Required Capacity of TVET Institute/Consultancy firm:

The major/requirements for hiring the services of training firm this contract shall include but not be limited to:

- Institute/Firm must be affiliated with TTB/STEVTA any recognized institute
- Institute have experience and skills trainer with minimum two years' experience with certificate from certified institute in respected Trades.
- The firm must have its own or access to mentioned trade well equipped lab and documentation.
- Knowledge of products/Trades of Sanghar and Mirpurkhas areas.
- Experience on building capacities, and to uplift trainee for same business.
- Demonstrated high level of professionalism and an ability to work independently as a team and in high pressure situations under tight deadlines;
- Excellent inter-personal communication skilled team including experience of facilitation of trainings/workshops and presentation;
- Proven and demonstrated broad knowledge of and ability to utilize principles, methods, techniques and systems of business trades.

10. Role of CSSP

- Provide List of Trainees
- Provide feedback and approval of Manuals, materials, Training session plans, pre, post training formats, reports and business development Plans
- Monitor trainings on daily/weekly and monthly basis.
- Support in maintaining attendance of trainees and record keeping.

ANNEX 2: PROPOSAL SUBMISSION FORM

A- TECHNICAL PROPOSAL (ORGANISATION AND METHODOLOGY)

(To be filled in by the Company/firm/institute, in compliance with the following instructions)

1. Scope of Assignment / Rationale

Any comments on the Terms of Reference of importance for the successful execution of activities, in particular its objectives and expected results, thus demonstrating the degree of understanding of the Contract. Detailed list of inputs, activities and outputs.

2. Strategy

An outline of the approach proposed for assignment implementation.

A description of the total number of team to be engaged for the assignment. Also mention about additional support (back-stopping) in case of unavailability of requisite trainer during the execution of the Contract.)

3. Proposed Methodology

(Mention approach and/or methodology that will be adopted to meet the demands of the TORs of the assignment. Also provide a breakdown of sub topics and areas to be covered in each training topic)

4. Attach a list of Proposed Trainers

The Company/firm/institute shall include a list mentioning the proposed trainer's names, the area/topic they will cover for training assignment and the duty station.

The Company/firm/institute must propose a team of at least 5 trainers for the given assignment.

The Profile/CVs of each proposed Trainer shall be included highlighting his/her experience in the specific field of the services and his/her specific experience in the areas where the services are to be performed.

B- FINANCIAL PROPOSAL

- a) The financial proposal shall specify/cover a lump-sum amount (including trainer fee, travel, accomodation, and other relevant expenses and/or costs for number of anticipated working days) which CSSP will be obligated to pay to the contractor upon successful completion of the consultancy assignment.
- b) The rates quoted must include all the applicable taxes (Services Tax and Income Tax).

(PLEASE REFER EXCEL SHEET FOR FINANCIAL PROPOSAL – ANNEX-2(B))

ANNEX 3: COMPANY INFORMATION

CANDIDATE OR COMPANY INFORMATION	
Company (Legal Name)	
Street Name and No.	
City	
Postal code	
Country	
Phone no.	
Email	
Website	
Director (name)	

GENERAL COMPANY INFORMATION)	
Year of establishment	
Number of full time employees	
Registering authority	
VAT No./TAX id	
Registration Certificate – please attach	

REFERENCES				
Name of customer	Type of contract	Value	Contact name	Phone/ email

Include details of the experience and past performance on contracts of a similar nature within the past five years and information on other contracts in hand and/or future commitments including details of the actual and effective participation in each of such contracts, description of the Candidate's assignments and periods of engagement. Additional documents can be attached to the above form.

The proposal is valid for a period of 15 days after the closing date in accordance with the article A.8. Validity.

After having read your Request for Proposal no. CSSP/EU/RFP23/005 for TVET Trainings and other skill development activities in Mirpurkhas & Sanghar districts, and after having examined the Request for Proposal, I/we hereby offer to execute and complete the services in conformity with all conditions in the Request for Proposal for the sum indicated in our financial proposal.

Further, I/we hereby:

- Accept, without restrictions, all the provisions in the Request for Proposal including the General Terms and Conditions for Service Contracts
- I/we hereby commit to perform all services described in the Terms of Reference, Annex 1
- Certify and attest compliance with eligibility criteria of article 33 of the General Terms and Conditions for Service.
- Certify and attest compliance with the Code of Conduct for Contractors in Annex 5.



The above declarations will become an integrated part of the Contract and misrepresentation will be regarded as grounds for termination.

Signature and stamp:

Signed by: _____

Name of Company _____

Address: _____

Telephone no. _____

Email: _____

Name of contact person: _____