REQUEST FOR PROPOSAL (RFP)

HIRING OF CONSULTANTS
FOR
PROVISION OF SERVICES TO MANAGE AND EXECUTE "FUTURE-READY SKILLS AND JOB PLACEMENT INITIATIVE: BUILDING SINDH'S DIGITAL WORKFORCE" DIGITAL SKILLS TRAINING PROGRAM (DSTP), PROGRAM
OF
Sindh Enterprise Development Fund (SEDF)

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Foreword

This Standard Request for Proposals is applicable to consultant assignments by the procuring agencies of Sindh province whose legal agreement refers to the ***Sindh Public Procurement Rules, 2010***.

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Preface

1. This document Standard Request for Proposals (SRFP) is to be used for various selection methods described in the *SPPRA 2010*.

2. Before preparing an RFP, the procuring agency user must be familiar with the *SPPRA 2010 and Rule No 72*.

3. Rule No 72 (3) shall be adopted for assignments of standard or routine nature where well- established practices and standards exist.

4. In case Rule No **72(3) Quality & Cost Based Selection (QCBS)** is not to be used, as the assignment is not a standard or routine nature, and standards and practices are not well-established, and procuring agency choses other method of selection according to Rule No 72 (2), (3), (4), (5), and (6), the reason shall be recorded in writing by the competent authority, and also sent to SPPRA with RFP.

5. The RFP includes a standard Letter of Invitation, standard Instructions to Consultants, Scope of Work, and a standard Form of Contract. The standard Instruction to Consultants and the standard General Conditions of Contract may not be modified under any circumstances. However, the Data Sheet and the Special Conditions of Contract may be used to reflect particular assignment conditions.

NOTICE FOR INVITING TENDER

HIRING OF CONSULTANT(s)
FOR
PROVISION OF SERVICES TO MANAGE AND EXECUTE
"FUTURE-READY SKILLS AND JOB PLACEMENT INITIATIVE: BUILDING SINDH'S DIGITAL WORKFORCE" DIGITAL SKILLS TRAINING PROGRAM (DSTP), **PROGRAM OF SINDH ENTERPRISE DEVELOPMENT FUND (SEDF)**

Sindh Enterprise Development Fund (SEDF) intends to hire experienced and qualified consultants for the **"Future-Ready Skills and Job Placement Initiative: Building Sindh's Digital Workforce"** program. This initiative aims to equip individuals with industry-relevant digital skills, enhance employability, and create job opportunities in the evolving digital economy. The selected consultants will be responsible for managing and executing the program efficiently, ensuring skill development, workforce readiness, and successful job placements. SEDF seeks proposals from capable firms/consultants with a proven track record in digital workforce development, training programs, and job placement services.

2. SEDF invites application from reputed Consultant(s) Tender documents containing detailed evaluation criteria, TORS and Services can be download through **SPPRA website https://portalsindh.eprocure.gov.pk/#/ EPAD's (e-Procurement) system and Sindh Enterprise Development Fund (SEDF) website www.sedf.gos.pk from 15th May 2025 (Thursday) till 2nd June 2025 (Monday) on / before 11:00 AM** all the interested bidders are hereby advised to submit a Pay Order / Demand Draft of Tender documents Cost amounting to PKR **Rs. 5,000/-**, (non-refundable), in Favor of "**SINDH ENTERPRISE DEVELOPMENT FUND**".

3. **Procurement Method** will be **Single Stage – Two Envelope** procedure, **Quality and Cost-Based Selection (QCBS)** method for open competitive bidding. Bidders must upload their proposals through the **SPPRA EPADs Portal** (https://portalsindh.eprocure.gov.pk).

4. **Financial Proposals** must be accompanied by **2% bid security** of the total bid amount (refundable), in the form of a **Pay Order, Bank Draft, or Bank Guarantee** issued by a scheduled bank in Pakistan. The bid security should be valid for at least **90 days beyond the bid validity date** and must be in Favor of **"Sindh Enterprise Development Fund.".**

5. **Opening of Financial Proposals o**nly firms that qualify the **Technical Evaluation** will have their **Financial Proposals** opened and considered for further evaluation.

6. **Submission of Proposals in Hard Copy:** An **original hard copy** of the complete proposal (Technical and Financial), exactly matching the version uploaded on the EPADs portal, must also be submitted at the SEDF office.

7. **Deadline for Submission:** Proposals must be submitted through the **SPPRA EPADs system** on or before **2nd June 2025 (Monday) at 11:00 AM.**

8. **Opening of Bids:** Bids will be opened on **2nd June 2025 (Monday) at 12:00 PM**. All designated committee members will attend the session online via the **SPPRA EPADs portal**. Bidders are strongly encouraged to attend online. Any bidder does not present during the opening session will be marked absent, and their bid will not be considered.

9. **Pre-bid meeting** will be held on **22nd May Thursday at 11:30 AM at Committee room of Investment Department, 1st floor Block B FTC Building Shahrah e Faisal Karachi**

10. **Misrepresentation a**ny firm providing false or misleading information will be disqualified at any stage of the evaluation or contracting process.

11. **Procuring Agency (P.A)** SEDF reserves the right to reject any or all bids at any time before the award of the contract in accordance with Rule 25(1) of the **SPPRA Rules, 2010 (amended)**.

12. **Additional Conditions**

(a) Bids will be **automatically rejected** under the following conditions:

- Conditional or telegraphic submissions
- Missing or incorrectly submitted bid security
- Submissions received after the specified deadline
- Participation by blacklisted firms

(b) All bidders must provide an **affidavit** confirming that their firm/agency has **never been blacklisted** by any public or private organization.

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Section 1. Letter of Invitation

Letter of Invitation

Insert: Invitation/File No.
[Insert: Location and Date]
[Insert: Name and Address of Consultant]

Dear Mr. /Ms.:

1. The Sindh Enterprise Development Funds, (hereinafter called "Procuring Agency") now invites proposals to provide the following consulting services: [insert name of consulting services assignment]. More details on the services are provided in the Scope of Work.

2. This Request for Proposal (RFP) has been addressed to the interested Consultants:

3. A firm will be selected under *[insert Selection Method]* and procedures described in this RFP, in accordance with the SPPRA RULES 2010 (amended).

4. The RFP includes the following documents:
   Section 1 – Letter of Invitation
   Section 2 – Instructions to Bidders/ Consultants (including Data Sheet)
   Section 3 – Mandatory & Technical Evaluation Criteria
   Section 4 – Terms of Reference
   Section 5 – Technical Forms

5. Please inform us in writing at the following address [insert address}, upon receipt:
   (a) That you received the Letter of Invitation; and
   (b) Whether you will submit a proposal alone or in association.

Yours sincerely,

[Insert: Signature, name, and title of head of the department/ PA "s representative)

Section 2. Instructions to Bidders & Data Sheet

Instructions for Bidder

This document contains all relevant information for this request for proposal (RFP) and governs the preparation and submission of proposals. The Technical and Financial forms required for submission are attached to this RFP document. Proposals must be submitted by the deadline stipulated in this RFP, completed on the formats provided by the SEDF, with supporting documents, according to the guidelines given in this document. Proposals will be evaluated by the evaluation committees constituted by the SEDF as specified in this document. Selection of Bidders will be on Quality and Cost Based Selection methodology as provided in the Bidding Document.

01. Definitions

a. "***Procuring Agency (PA)"*** means the department with which the selected Consultant signs the Contract for the Services.
b. ***"Company"*** means Sindh Enterprise Development Fund (Client)
c. ***"Consultant/Bidder"*** means a firm, agency, party or consortium/JV which will submit proposal in response to this RFP.
d. ***"Contract"*** means an agreement enforceable by law and includes General and Special Conditions of the contract.
e. ***"Data Sheet"*** means such part of the Instructions to Consultants that is used to reflect specific assignment conditions.
f. ***"Day"*** means calendar day including holiday.
g. ***"Government"*** means the Government of Sindh.
h. ***"Instructions to Consultants/Bidder"*** (Section 2 of the RFP) means all information needed to prepare their Proposals.
i. ***"LOI"*** (Section 1 of the RFP) means the Letter of Invitation sent by the procuring agency to the Consultant.
j. ***"Proposal"*** means the Technical Proposal and the Financial Proposal.
k. ***"RFP"*** means the Request for Proposal prepared by the procuring Agency for the selection of Consultants/Bidder.
l. ***"SEDF"*** means Sindh Enterprise Development Fund.
m. ***"Sub-Consultant/Bidder"*** means any person or entity to whom the Consultant subcontracts any part of the Services.
n. ***"Terms of Reference"*** (TOR) means the document included in the RFP as Section 4 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the procuring agency and the Consultant, and expected results and deliverables of the assignment.

02. Introduction

2.1 The Procuring agency named in the Data Sheet will select a consulting firm/organization (the Consultant), in accordance with the method of selection specified in the Data Sheet.

2.2 The eligible Consultants are invited to submit a Technical Proposal and a Financial Proposal, as specified In the Data Sheet. The Proposal will be the basis for contract negotiations and ultimately or a signed Contract with the selected Consultant.

2.3 Consultants should familiarize themselves with rules / conditions and take them into account while preparing their Proposals. Consultants are encouraged to attend a pre-proposal conference if one is specified in the Data Sheet. Attending the pre-proposal conference is, however, optional. Consultants may liaise with procuring agency's representative named in the Data Sheet to gain better insight into the assignment.

2.4 Consultants shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Procuring Agency reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the consultants.

2.5 Procuring Agency may provide facilities and input as specified in Data Sheet.

03. Conflict of Interest

Consultants are required to provide professional, objective, and impartial advice and hold the Procuring Agency interest paramount. They shall strictly avoid conflict with other assignments or their own corporate interest. Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the Procuring Agency, or that may reasonably be perceived as having such an effect. Failure to disclose said situations may lead to the disqualification of the Consultant or the termination of its Contract.

Without limitation on the generality of the foregoing, Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

A consultant that has been engaged by the procuring agency to provide goods, works or services other than

Consulting services for a project, any of its affiliates, shall be disqualified from providing consulting services related to those goods, works or services. Conversely, a firm hired to provide consulting service for the preparation or implementation of a project, any of its affiliates, shall be disqualified from subsequently providing goods or works or services other than consulting services resulting from or directly related to the firm's consulting services for such preparation or implementation.

A Consultant (including its Personnel and Sub-Consultants) or any of its affiliates shall not be hired for any assignment that, by its nature, may conflict with another assignment of the Consultant to be executed for the same or for another Procuring Agency.

Conflicting Relationships

Government officials and civil servants may be hired as consultants only if:

i. They are on leave of absence without pay.
ii. They are not being hired by the agency they were working for, six months prior to going on leave; and
iii. Their employment would not give rise to any conflict of Interest.

To ensure a fair and transparent selection process, we have established the following guidelines to avoid conflicts of interest:

Prohibited Assignments:
The bidder (including its personnel) or any affiliated companies cannot undertake an assignment that inherently conflicts with another project they are executing for the Company or another client.

Potential Conflicts:
Bidders with business or family ties to members of the Company's Board, Management, or staff directly involved in the selection process (RFP preparation, evaluation services, agreement supervision) are not eligible for award unless the Company Board deems the potential conflict satisfactorily resolved throughout the process and agreement execution. Bidders are obligated to disclose, in writing, any actual or potential conflict of interest that could impact their ability to serve the Company's best interests or create such a perception. Failure to disclose such information may result in disqualification or agreement termination.

Current Employees:
Current Company employees cannot work for the successful bidder while they are still employed by the Company.

Conflict of Interest Form:
All bidders are required to submit the Conflict-of-Interest Form (Annexure-A of the RFP) along with their proposals. Submission of the form is mandatory, regardless of whether a conflict of interest exists or not.

Commitment to Fairness:
The Company is committed to upholding a fair and competitive selection process. These guidelines ensure transparency and mitigate the risk of conflicts of interest, fostering trust with all bidders.

04. Fraud and Corruption

It is Government's policy that Consultants under the contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, the Procuring Agency follows the instructions contained in *Sindh Public procurement Rules 2010* which define:

"Corrupt and fraudulent practices" includes the offering, giving, receiving, or soliciting, directly or indirectly of anything of value to influence the act of another party for wrongful gain or any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempt mislead a party to obtain a financial or other benefit or to avoid an obligation.

Under Rule 35 of SPPRA 2010, "The PA can inter-alia blacklist Bidders found to be indulging in corrupt or fraudulent practices. Such Barring action shall be duly publicized and communicated to the SPPRA. Provided that any supplier or contractor who is to be blacklisted shall be accorded adequate opportunity of being heard".

The Company requires the Bidder/s participating in the provision of Service/s to adhere to the highest ethical standards, both during the selection process and throughout the execution of an agreement. In pursuance of this policy, Company defines, for the purpose of this paragraph, the terms set forth below as follows:

"Corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any employee of the Company in the selection process or in agreement execution; "Fraudulent practice" means a misrepresentation or omission of facts in order to influence a selection process or the execution of an agreement; "Collusive practices" means a scheme or arrangement between two or more Bidders with or without the knowledge of the Client, designed to establish prices at artificial, non-competitive levels, etc.; "Coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of an agreement.

Consequences of Unethical Behaviour:

The Company has the right to reject any proposal if the recommended bidder (directly or through an agent) engages in corrupt, fraudulent, collusive, or coercive practices while competing for the agreement. Additionally, the Company may impose penalties, including indefinite or temporary ineligibility for Company funding, if a bidder engages in such practices while competing for or executing a Company-funded project.

Right to Audit:

The Company reserves the right to inspect the bidding firm's accounts, records, and other documents related to proposal submissions and agreement performance. The Company may also appoint auditors to conduct an official audit at the end of the project.

05. Integrity Pact	Pursuant to Rule 89 of SPPRA RULES 2010 (AMENDED) Consultant undertakes to sign an Integrity pact in accordance with prescribed format attached hereto for all the procurements estimated to exceed. (Annex – C).
06. Eligible Consultants	If short listing process has been undertaken through REOI, as outlined under Rule 73 and 74 of *SPPRA RULES 2010 (amended)* for the Contract(s) for which these RFP documents are being issued, those firms – in case of Joint Ventures with the same partner(s) and Joint Venture structure – that had been pre-qualified are eligible. Short listed consultants emerging from request of expression of interest are eligible. ***(Omitted)***
07. Eligibility of Sub-Consultants	A shortlisted Consultant would not be allowed to associate with consultants who have failed to qualify the shortlisting process.
08. Only one Proposal	Interested Bidders may only submit one proposal. If a bidder submits or participates in more than one proposal, such proposals shall be disqualified. Participation of the same bidder in more than one proposal is not allowed.

09. Proposal Validity

The Data Sheet indicates Proposals validity that shall not be more than 90 days in case of National Competitive Bidding (NCB) and 120 days in case of International competitive Bidding (ICB). During this period, Consultants shall maintain the availability of Professional staff nominated in the Proposal. The Procuring Agency will make its best effort to complete negotiations within this period. Should the need arise; however, the Procuring Agency may request Consultants to extend the validity period of their proposals. Consultants who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal, or in their confirmation of extension of validity of the Proposal, Consultants may submit new staff in replacement, who would be considered in the final evaluation for contract award. Consultants who do not agree have the right to refuse to extend the validity of their Proposals.

Consultants shall submit required bid security along with financial proposal defined in the data sheet (which shall not be less than one percent and shall not exceed five percent of bid amount).

10. Clarification and Amendment in RFP Documents

Consultants may request for a clarification of contents of the bidding document in writing, and procuring agency shall respond to such queries in writing within three calendar days, provided they are received on or before the date mentioned in this document. The procuring agency shall communicate such response to all parties who have obtained RFP document without identifying the source of inquiry. Should the PA deem it necessary to amend the RFP as a result of a clarification, it shall do so.

At any time before the submission of Proposals, the Procuring Agency may amend the RFP by issuing an addendum! Corrigendum in writing. The addendum shall be sent tv all Consultants and will be binding on them. Consultants shall acknowledge receipt of all amendments. To give Consultants reasonable time in which to take an amendment into account in their Proposals the Procuring Agency may, if the amendment is substantial, extend the deadline for the submission of Proposals.

11. Preparation of Proposals

In preparing their Proposal, Consultants are expected to examine in detail the documents comprising the RFP. Material deficiencies (deviation from scope, experience and qualification of personnel) in providing the information requested may result in rejection of a Proposal.

12. Language

The Proposal as well as all related correspondence exchanged by the Consultants and the Procuring Agency shall be written in English However it is desirable that the firm's Personnel have a working knowledge of the national and regional languages of Islamic Republic of Pakistan.

13. Technical Proposal Format and Content

While preparing the Technical Proposal, consultants must give particular attention to the following:

If a consultant considers that it does not have all the expertise for the assignment, it may obtain a full range of Expertise by associating with individual consultant(s) and / or other firms or entities in a joint venture or sub-Consultancy, as appropriate. The international consultants are encouraged to seek the participation of local consultants by entering into a joint venture with, or subcontracting part of the assignment to, national consultants.

Proposed professional staff must, at a minimum, have the experience indicated in the document, preferably working under similar geographical condition.

Alternative professional staff should not be proposed, and only one curriculum vitae (CV) should be submitted for each position.

The Technical Proposal shall provide the following information using the attached Standard Forms (Section 3(B))

Form B1. *Technical Proposal Submission Form*
Form B2. *Registered Age, financial position, and Profile of lead bidder*
Form B3*: Availability of adequate space and infrastructure*
Form B4: *Relevant Experience of the Firm/Bidder*
B4-1: Experience in imparting physical trainings in ICT /programming languages
B4-2: Number of trainees successfully completed training in the areas outlined in this document
B4-3: Experience of managing and running such programs for government organizations
B4-4: Number of trainees graduated from the training program in programming languages
B4-5: Experience of conducting soft skills training programs
B4-6: Experience of helping candidates on job placement after completing the trainings
B4-7: Must have well reputed international partner in ICT trainings with experience of localizing of international level Curriculum

Form B5: *Proposed Methodology*
Form B6: *Proposed Curriculum*
Form B7: Proposed trainers, mentors and Project Team
B7-1: Proposed Team Structure
B7-2: Proposed Lead Trainers and Assistant Lead Trainers. Profile qualification and experience
B7-3: Proposed mentors and industry stalwarts for lectures/trainings
Form B8: International Partner for curriculum and certification
Form B9: Roles and Responsibilities of Consortium/JV Partners/Partnership (if applicable
The technical proposal shall not include any financial information.

14. Financial Proposals

14.1 The Financial Proposal shall be prepared using the attached Standard Forms (Section 3 (B).

The Financial Proposal is to consist of the following:

- *Financial Proposal submission Form* – Form C1
- *Summary of costs* – Form C2
- *Breakdown of Major OPEX* – Form C3
- *Breakdown of remuneration of proposed team members and instructors* – Form C4

Note: The Bidder is required to specify its project execution fee within the financial proposal, ensuring that it does not exceed 15% of the total project cost. However, Bidder reserves the flexibility to set its fee lower in order to maintain competitiveness within the market. This approach allows Bidder to adjust its pricing strategy while adhering to the prescribed limit, thereby maximizing its potential for securing the project contract.

The Financial Proposal should provide detailed costing related to the execution of the entire project. By following above guidelines and requirements, you can ensure your proposal is complete, well-organized, and evaluated fairly.

15. Taxes

The Consultant will be subject to all admissible taxes including stamp duty and service charges at a rate prevailing on the date of contract agreement unless exempted by relevant tax authority.

Inclusive Pricing and Evaluation:
All quoted costs within the Financial Proposal must be inclusive of all applicable taxes, both direct and indirect. The evaluation of the Financial Proposal will be based solely on the total bid amount provided, which should already be incorporated into all taxes. All prices must be quoted in Pakistani Rupees (PKR).

Tax Responsibility:
Price inclusive of quoted tax, quoted by the bidder shall be considered for evaluation irrespective of the tax rate. The lowest evaluated bidder will be solely responsible for the taxes included in their bid amount. Any additional demands from tax authorities will be the sole responsibility of the winning bidder.

16. Submission, Receipt, and Opening of Proposals

16.1 Proposal shall contain no interlineations or overwriting.

All the required documents along with RFP should be uploaded through SPPRA E-Procurement EPADs system (Technical & financial) and in hardcopies as well Submission documents letters for both Technical and Financial Proposals should respectively be in the given format. All pages of the original Technical and Financial Proposals will be initialled by an authorized representative of the Consultants (Individual Consultant). The authorization shall be in the form of a written power of attorney accompanying the Proposal.

All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs.

The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL" Similarly, the original Financial Proposal (if required under the selection method indicated in the Data Sheet) shall be placed in a sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by name of the assignment, and with a warning "Do NOT OPEN WITH THE TECHNICAL PROPOSAL. "If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.

The **Proposals must be upload on SPPRA EPADs Portal** and hard copy should be sent to the address indicated in the Data Sheet as well and received by the PA no later than the time and the date indicated in the Data Sheet, or any extension to this date. Any proposal received by the PA after the deadline for submission shall be returned unopened. In order to avoid any delay arising from the postal or PA's internal dispatch workings, Consultants should ensure that proposals should be submitted on SPPRA EPADs and should be submitted by hand in hard should reach a day before the deadline for submission.

17. Proposal Evaluation

From the time the Proposals are opened to the time the Contract is awarded, the Consultants should not contact the PA on any matter related to its Technical and/or Financial Proposal. Any effort by consultants to influence the PA in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Consultants' Proposal.

Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

18. Evaluation of Technical Proposal

18.1 The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria, and point system specified in this document. Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it fails to achieve the minimum technical score indicated in the document.

18.2 After the technical evaluation is completed, the PA shall notify in writing Consultants that have secured the minimum Qualifying marks, the date, time and location, allowing a reasonable time for opening the Financial Proposals. Consultants' attendance at the opening of Financial Proposals is optional.

(Note: Bidding process of evaluation and opening of bids will be processed through SPPRA EPADs (Technical & Financial)

Financial proposals of those consultants who failed to secure minimum qualifying marks shall be returned unopened.

19. Evaluation of Financial Proposals

Financial Proposals shall be processed through **SPPRA EPADs** by the respective Consultant Selection Committee.

The Evaluation Committee will correct any computational/human errors. When correcting computational/ human errors, in case of discrepancy between a partial amount and the total amount, or between word and figures the formers will prevail. In addition to the above corrections, activities and items described in the Technical Proposal but not priced shall be assumed to be included in the prices of other activities or items.

In the Quality and Cost Based Selection QCBS Method the lowest, evaluate Financial Proposal (Fm) will be given the maximum financial score (St) of 100 points. The financial scores (St) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be ranked according to their combined technical (St) and financial (St) scores using the weights (T = the weight given to the Technical Proposal, P
T = the weight given to the Financial Proposal; (T + P = 1) indicated in the Data Sheet: (S = St x T% + Sf x P%). The firm achieving the highest combined technical and financial score will be invited for negotiations.

20. Negotiations

20.1 Negotiations will be held at the date and address indicated in the Data Sheet. The invited Consultant will, as a pre-requisite for attendance at the negotiations, confirm availability of all Professional staff. Failure in satisfying such requirements may result in the PA proceeding to negotiate with the next-ranked Consultant. Representatives conducting negotiations on behalf of the Consultant must have written authority to negotiate and conclude a Contract.

21. Technical negotiations

21.1 Technical Negotiations will include a discussion of the Technical Proposal, the proposed technical approach and methodology, work plan, organization and staffing, and any suggestions made by the Consultant to improve the Terms of Reference. The PA and the Consultants will finalize the Terms of Reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Contract as "Description of Services". Minutes of negotiations, which will be signed by the PA and the Consultant, will become part of Contract Agreement.

22.Financial Negotiations

22.1 If applicable, it is the responsibility of the Consultant, before starting financial negotiations, to contact the local tax authorities to determine the tax amount to be paid by the Consultant under the Contract. The financial negotiations will include a clarification (if any) of the firm's tax liability, and the manner ill which it will be reflected in the Contract and will reflect the agreed technical modifications in the cost of the services. Consultants will provide the PA with the information on remuneration rates described in the Appendix attached to Section 3 (i.e. Financial Proposal- Standard Forms of this RFP.

23. Availability of Professional staff/experts

23.1 Having selected the Consultant on the basis of, among other things, an evaluation of proposed Professional staff, the PA expects to negotiate a Contract on the basis of the Professional staff named in the Proposal. Before contract negotiations, the PA will require assurances that the Professional staff will be actually available. The PA will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or for reasons such as death or medical incapacity. If this is not the case and if it is established that Professional staff were offered in the proposal without confirming their availability, the Consultant may be disqualified. Any proposed substitute shall have equivalent or better qualifications and experience than the original candidate and be submitted by the Consultant within the period of time specified in the letter of invitation to negotiate.

24. Bidding Documents

The bidder is responsible for thoroughly reviewing all instructions, general conditions, forms, terms, and specifications provided in the RFP document and its annexures. Non-compliance with these instructions will be the bidder's responsibility and could impact on the evaluation of the proposal. Proposals that do not fully meet the core requirements may be rejected. Failure to adhere to the applicable instructions, general conditions of the agreement, and specifications may result in the rejection of the proposal.

Submitting Technical and Financial Proposals in response to the RFP document signifies the bidder's acceptance, in principle, of the terms and conditions detailed in the document. During negotiations with the successful bidder, adjustments may be made to the agreement. The Company retains the right to accept or reject any proposed changes by the successful bidder.

After issuance of a letter of acceptance, the successful Bidder is expected to sign the agreement as soon as possible. If successful Bidder is not responsive and does not sign the agreement within a reasonable time, maximum 10 calendar days after issuance of the letter of acceptance, the Company reserves the right to terminate and nullify the bid award and forfeit the bid security. In such a scenario, the bid may be awarded to the second-best scoring bidder.

In the event of non-compliance with the core requirements of the RFP document and obligations contained in the agreement, the Company may terminate the agreement by providing one (1) month written notice to the successful bidder without any further obligation or compensation on the part of the Company.

25. Award of Contract

After completing negotiations, the Procuring Agency shall award the Contract to the selected Consultant and within seven days of the award of contract, Procuring Agency shall publish on the website of the Authority and on its own website, if such a website exists, the result of the bidding process, identify the bid through procuring identifying number, if any and the following information, evaluation report, form of contract and letter of award, bill of quantity or schedule of requirement, as the case may be.

After publishing of award of contract consultant required to submit a performance security/ Bank Guarantee at the rate indicated in date sheet.

The Consultant is expected to commence the assignment on the date and at the location specified in the Data Sheet.
Note: P.A agency will communicate with the Consultant for commencement date of contract and execution of the project due to completion of the evaluation and SPPRA process.

26. Confidentiality

Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Consultants who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Consultant of confidential information related to the process may result in the rejection of its Proposal.

27. Governance and Bid Evaluation:

The procurement committee, designated by the SEDF, will assess each technical proposal to ensure alignment with stipulated eligibility criteria and regulatory compliance requirements against prequalification criteria. This committee bears the responsibility of guaranteeing that all proposals, shortlisted for technical evaluation, meet legal and regulatory compliance standards.

The Technical Evaluation Committee (TEC), designated by SEDF, will consist of diverse group of experts including subject matter specialists, project management professionals, industry stalwarts, etc. The Technical Evaluation Committee (TEC) composition will be 60% Private Sector Experts and 40% from Government officials, preferably of relevant field.

The Technical Evaluation Committee (TEC) purpose is to evaluate technical proposals submitted in response to the RFP, ensuring alignment with project objectives and industry standards while assessing the feasibility, effectiveness, and suitability of proposed methodologies and solutions. TEC will provide score to each bidder shortlisted for technical evaluation. TEC will maintain transparency, fairness, and adherence to procurement guidelines throughout the evaluation process, aiming to select a proposal that best meets the project's requirements and objectives.

A rubric-based evaluation of proposal criteria will be carried out by the Technical Evaluation Committee (TEC), as per evaluation criteria in RFP. Each shortlisted technical proposal will be evaluated based on the criteria defined in this section. Marks will be granted against each capability in the evaluation criteria by assessing the documents submitted with the technical proposal and the responses/clarifications provided by the bidder.

From the time the Proposals are opened to the time the evaluation report is announced, Bidders should not contact the Company on any matter related to its Technical and/or Financial Proposal. Any effort by the Bidder to influence the Company in the examination, evaluation, ranking of Proposals, and recommendation for award of Agreement may result in the rejection of the Bidder's Proposal. However, the Company may contact the Bidder for seeking

clarification of any aspect of Technical Proposal or demand any missing information.

Evaluators of Technical Proposals shall have no access to Financial Proposals until the technical evaluation is concluded.

The evaluation weights assigned to the Technical and Financial Proposals are as follows:
Technical Proposal: **70%**
Financial Proposal: **30%**
SEDF shall evaluate the proposal, and the bid found lowest in cost shall be awarded maximum marks.

28. RFP Publication and Bidder Selection

SEDF will publish this Request for Proposals (RFP) and actively promote it to attract potential bidders. The selection of the bidder will be based on the evaluation of the proposals submitted in response to the RFP. This rigorous process ensures that the most suitable bidders are selected to manage and execute the program effectively.

29. Financial Proposals

Following the technical evaluation of proposals, each bidder will be informed of their technical score. Only bidders who achieve a minimum qualifying technical score will be notified of the date, time, and location for the opening of financial proposals. This event will occur within the bid validity period, and attendance by bidders is optional. The opening date will be chosen to allow interested bidders sufficient time to prepare for the financial proposal opening.

For bidders whose technical scores fall below the minimum qualifying criteria, they will be notified, and their unopened financial proposals will be returned to them after a successful bidder is selected. Before the financial proposal opening officially begins, the technical scores of qualified bidders will be announced publicly.

A separate Financial Evaluation Committee will then assess the financial proposals. The committee has established procedures for resolving discrepancies: if there's a difference between the "total" amount and a partial amount listed, the total amount takes precedence. Similarly, if there's a discrepancy between the amount written in words and the numerical representation, the written amount will be considered correct.

It's important to note that all activity and resource costs outlined in the technical proposal are assumed to be incorporated into the financial proposal, regardless of whether they are individually listed and priced within the financial document. The selection process will utilize the Quality and Cost Based Selection (QCBS) method. The financial proposal with the lowest evaluated cost will be awarded the maximum financial score of 30 marks.

1. 1st lowest quoted bid will receives 30 marks
2. 2nd lowest quoted bid will receives 20 marks
3. 3rd lowest quoted bid will receives 10 marks

30. Project Payment Structure:

Mobilization Advance:
The project will follow a deliverable based model. Payments will be made on submission and approval of the previous quarter's deliverables and reports. However, the selected Bidder can request a one-time mobilization advance of up to 20% of the total project cost. To receive the mobilization advance.

Disbursements:
The Bidder will submit invoices required by SEDF, according to the operations /tasks mentioned in the General Conditions in the RFP document & contract as well following the agreed-upon disbursement plan. The SEDF will have 15 calendar days to review and verify the invoices.

Following acceptance of deliverables, payment will be issued within 15 calendar days. In case of any discrepancies, the undisputed amount will be recommended for payment.

Disbursement Plan and Exceptional Circumstances:
All project payments will be made according to the payment conditions mentioned in the RFP Document (**18. Payment Terms & Conditions)** in general conditions as follows:

PAYMENT TERMS & CONDITIONS

- Contract Award to the successful bidder/Consultant **20% payment will be released**
- After the constitution of focus group and finalization of Course Programs **10% payment will be released**
- Execution of the Program (Testing & Marketing by Consultant) **10% payment will be released**
- After the completion of courses, including stipend **40% payment will be released**
- After the submission of report of **70% Employability** of the candidates through this program, P.A will release the **20% of remaining payment**

31. Mobilization advance, Deliverable Based payments, Project Fee, Stipend

Bidder will receive a mobilization advance of 20%, and SEDF retains the prerogative to request Bank guarantee equal to the advance amount to safeguard government interests.

Rest of the disbursements will be contingent upon the completion of specified/agreed deliverables. The SEDF monitoring team will ensure completion and submission of agreed reports and deliverables. The final payments will be synchronized with the submission and approval of all agreed deliverables and reports.

At least 20 percent of the project management fee will be tied to the successful job placement of trainees, with the amount adjusted proportionally based on the number of trainees who secure employment.

The Bidder is required to specify its project management fee within the financial proposal, ensuring that it does not exceed 15% of the total project cost. However, Bidder reserves the flexibility to set its fee lower in order to maintain competitiveness within the market. This approach allows Bidder to adjust its pricing strategy while adhering to the prescribed limit, thereby maximizing its potential for securing the project contract.

The financial proposal should allocate a **stipend of PKR 25,000** (inclusive of all applicable tax) for each trainee for a three-month period. Stipends will be disbursed at the end of the program and only to those trainees who successfully complete the training program.

32. Preparation of Proposal

Compliance: Bidders are required to ensure that their proposal strictly adheres to all instructions, specifications, and requirements outlined in this RFP document.

Table of Contents: Bidder proposal shall include a comprehensive table of contents for easy navigation within the proposal.

Formatting: Bidder must maintain a professional and consistent format throughout the proposal. Use clear headings, subheadings, and bullet points for easy readability.

Proposal Validity Period: Bidder proposal must remain valid for 90 days from the RFP advertisement date. In exceptional circumstances, the Company may request an extension of the validity period with bidder consent, without any significant changes to the RFP document.

Proposal Preparation Costs: Please note that all costs associated with preparing proposal, negotiations with the Company, and any related discussions or visits are non-reimbursable.

Language of the Proposal: All proposals, correspondence, and related documents exchanged between bidder and the Company must be submitted in writing and in English, unless otherwise specified in this RFP.

Currency: Quote all prices in Pakistani Rupees (PKR). All payments will also be made in PKR.

Supporting Documentation: In the preparation of the Technical Proposal, bidders must provide verifiable documentary evidence to substantiate all claims. Bid evaluation committees will evaluate proposals solely based on the documentation submitted in adherence to the evaluation criteria outlined in this RFP.

33. Clarity, Compilation and Pricing information

Clarity and Detail:
Proposals should be clear, concise, and provide all necessary information.

Clean and Error-Free:
Proposals must be free of interlineations, erasures, or overwriting. However, minor corrections made by the Bidder are permitted, provided they are initialed by an authorized representative.

Organized for Review:
Use color separators, flags, or tags to clearly differentiate different sections of proposal for easy review.

No Pricing Information:
The Technical Proposal must strictly exclude any pricing information related to proposed services. Failure to comply with this requirement may result in proposal disqualification.

34. SPPRA Compliance

The Company is committed to conduct the entire procurement process in strict adherence to the Sindh Public Procurement Regulatory Authority (SPPRA) rules, ensuring transparency, fairness, and equal opportunity for all bidders.

35. Intellectual Property (IP) Rights

SEDF Ownership of Bidder-Created IP: The SEDF will own the intellectual property rights (IPR) generated by the Bidder's activities specifically related to the program. This may include materials, curriculum, processes, or methodologies developed by the Bidder for program execution.

36. RFP Clarifications and Amendments

This section outlines the communication channels and procedures for resolving Bidder inquiries and potential RFP modifications.

Bidder Inquiries:
Bidders can submit written inquiries or use standard electronic means (email) to request clarifications on the RFP document. The deadline for inquiries is specified in the RFP itself.

The Company will provide written or electronic responses (as indicated in the RFP activities table)

Grievance:
Any grievance filed by a bidder will be promptly forwarded to the independent Grievance Committee of SEDF for careful review and appropriate decision-making. The Grievance Committee is responsible for assessing the merits of grievance, conducting necessary investigations or inquiries, and recommending actions or resolutions to address the concerns raised by the bidder. This process ensures transparency and fairness in addressing grievances related to the procurement procedures under the SEDF, ultimately aiming to uphold the integrity of the procurement process and promote confidence among stakeholders. The Grievance Committee operates independently to assess and resolve grievances in a timely and effective manner, fostering accountability and trust in the SEDF's procurement activities.

RFP Amendments:
The Company reserves the right to amend the RFP document at any time before proposal submission. Amendments will be issued in writing or by standard electronic means.

These addendums will be communicated through various channels to ensure Bidder awareness:

- Publication in a local newspaper
- Upload to the SPPRA website
- Upload of the revised RFP document to both the Company and SPPRA websites

By following these procedures, the Company aims to maintain clear communication and ensure all Bidders have access to the most up-to-date RFP information.

Data Sheet

1.1	**Name of the Assignment is:** Hiring of consultant(s) for *"Future-Ready Skills and Job Placement Initiative: Building Sindh's Digital Workforce" Digital Skills Training Program (DSTP), Program of Sindh Enterprise Development Fund (SEDF)* **Procurement Agency Official:** Secretary Committee **Address:** Sindh Enterprise Development Fund, Block B, 1st Floor, FTC Building, Shahra-e-Faisal, Karachi **Telephone:** 021 99221584 – 88 **E-mail:** info@sedf.gos.pk
1.2	RFP Issuance Date: **15th May 2025 (Thursday)**
1.3	Deadline for receiving queries / questions: **22nd May 2025 (Thursday), 2025 (11:30 AM)**
1.4	Pre-Bid Conference is on: May **22nd 2025 (Thursday), 11:30 AM** in the committee of Investment Department GoS, 1st floor, Block-B, FTC Building Shahrah e Faisal, Karachi
1.5	Response to queries/questions related to RFP: **(Omitted)**
1.6	Proposal Submission Deadline: **2nd June 2025, (Monday) 11:00 AM**
1.7	Opening of Technical Proposals will be **on SPPRA EPAD Portal (online): 2nd June 2025 (Monday) 12:00 PM**
1.8	Opening of Financial Proposals will be on **SPPRA EPAD Portal (online)**
1.9	Award/Signing of Agreement: Will be communicated later
2.0	The method of selection is: **Single Stage-Two Envelope Quality & Cost Based Selection (QCBS)** as per SPPRA Rules 2010 (amended) Rule-72(3)
2.1	Financial & Technical Proposal to be submitted through **SPPRA EPAD's** and copy of same required documents in separate sealed envelopes should be submitted in office of **Sindh Enterprise Development Fund, Investment Department GoS** along with required Bid security pay order of **2%** together with Technical Proposal in separate envelope as detailed in the document: YES _____ NO _____ **Single Stage-Two Envelop Quality & Cost Based Selection (QCBS)** as Per SPPRA Rules 2010 (amended) Rule-72(3)
2.2	**Two separately sealed envelopes:**

	<u>Envelope #1 shall clearly bear the name</u> "Hiring of consultant(s) for "Future-Ready Skills and Job Placement Initiative: Building Sindh's Digital Workforce" Digital Skills Training Program (DSTP), Program of Sindh Enterprise Development Fund (SEDF) One hard copy of Technical Proposal, marked as Original must be submitted with one soft copy of the original technical proposal in USB. Bidders are to make sure that Financial Proposal is **not** part of the Technical Proposal in any form. **(Both financial & technical proposals documents should be uploaded on SPPRA E-pads is Mandatory)**
2.3	**<u>Envelope #2 shall clearly bear the name "FINANCIAL PROPOSAL</u> – "Hiring of consultant(s) for "Future-Ready Skills and Job Placement Initiative: Building Sindh's Digital Workforce" Digital Skills Training Program (DSTP), Program of Sindh Enterprise Development Fund (SEDF)** Financial Proposal in hard copy must be submitted with one soft copy of the same in USB. Soft copy must be in MS Excel format. (The hard copy and soft copy of Financial Proposal must be sealed in Envelope # 2 and should not be part of Technical Proposal in any form). Bid Security in a separate sealed envelope, shall be enclosed in Envelope of Financial proposal ***(Both financial & technical proposals documents should be uploaded on SPPRA E-pads is mandatory)***
2.4	**PRE-BID MEETING** A pre-bid meeting will be held on **22nd May 2025 (Thursday) at 11.30 AM** to response the queries of Interested Consultants or in case of consortium joint venture.
2.5	The Proposal submission address is: **Sindh Enterprise Development Fund, Block B, 1st Floor, FTC Building, Shahra-e-Faisal, Karachi**. Proposals must be submitted not later than the following date and time: **2nd June 2025 (Monday)** ***(Note: Proposals must be submitted through SPPRA EPADs Portal & Hard Copy of technical & financial proposals in separate envelopes along with required bid security is mandatory)***
2.6	Expected date for commencement of consulting services: After Selection of Successful Bidder and completing all formalities, the actual dates will be communicated to bidder
2.7	Proposals validity that shall not be more than 90 days (National Competitive Bidding (NCB)
2.8	Clarifications to the RFP may be requested not later than **22nd May 2025 (Thursday) at 11:30AM.** The address for requesting clarifications is: **Procurement Agency Official:** Secretary Committee

	Address: Sindh Enterprise Development Fund, Block B, 1st Floor, FTC Building, Shahra-e-Faisal, Karachi **Telephone:** 021 99221584 – 88 **E-mail:** info@sedf.gos.pk
2.9	The Proposal as well as all related correspondence exchanged by the Consultants and the Procuring Agency shall be written in English However it is desirable that the firm's Personnel have a working knowledge of the national and regional languages of Islamic Republic of Pakistan.
3.0	**City and language wise number of trainees** **City/Language** | **Prog. Language 1** | **Prog. Language 2** | **Prog. Language 3** | **Prog. Language 4** | **Prog. Language 5** **Karachi** | 90 | 90 | 90 | 90 | 90 **Sukkur** | 35 | 35 | 35 | 35 | 35 **Hyderabad** | 35 | 35 | 35 | 35 | 35 ✓ In this phase trainings will be held in Karachi, Sukkur and Hyderabad. ✓ Trainings will be imparted to 800 eligible individuals. ✓ The **15-month program** will include: • **Two months for surveys**, consultation, partnerships, and course finalization. • **One month** for branding & Marketing/ Advertising, curriculum development, and candidate selection. • **Three months** of course delivery. • **Two months** internship and • **Six months** focused on job placement**. (this time will be for the consultant to provide jobs to candidates)** ✓ The bidder will propose the coding languages after focus groups and consultations. ✓ Each set of languages (Course) requires 300 hours of training. This duration is divided into two parts: 80 hours for technical theory and 20 hours for soft skill and 200 hours for hands-on training. The practical training also involves working on the capstone project right from the start of the training. ✓ All trainings will be held in physical classrooms. Maximum 35 students are allowed per classroom. ✓ Face to Face classes duration will be **80%** and remaining **20%** may be conduct online, (if required) this ratio will be divided from **300 hours** ✓ Assistant trainer is required to be physically present for entire duration of the program. ✓ Economically empower 70% of trainees through job placements or freelancing. ✓ One time stipend upon completion of training for all successful trainees.

3.1	Shortlisted Consultants/ Interested Consultants may associate with other shortlisted Consultants/ Interested Consultants: Yes_ No_**(omitted)**
3.2	TECHNICAL EVALUATION CRITERIA (Section 3)
3.3	The Consultant will be subject to all admissible taxes including stamp duty and service charges at a rate prevailing on the date of contract agreement unless exempted by relevant tax authority. The prices quoted without any tax remarks will be treated as inclusive of all applicable taxes. Any change in Government duties or taxes shall borne by the successful bidder/consortium / Joint Venture
3.4	Proposals will be submitted through the **SPPRA EPAD's Portal (Mandatory)** and evaluated using **Single Stage, Two Envelope Procedure. (QCBS)** (Separate sealed envelopes for Technical and Financial Proposals). The original Proposal shall contain no interlineations or overwriting. All pages of the Proposals (Technical & Financial) must be numbered signed & stamped. (**Proposals should be uploaded on SPPRA is mandatory otherwise the bidder will be considered as unqualified**) Submission letters (Form B1 & C1) for both Technical and Financial Proposals, must be in the attached format on letterhead, in separate envelopes. The Bidder's Organization Head or an authorized representative on his/her behalf should initial and stamp all pages of the original Technical and Financial Proposals. In case of authorized representative, an authorization shall be provided which shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign. Hard copies of Technical Proposal shall be sent to the address listed in this Bidding Document. All required copies of the Technical Proposal are to be exact replicas of the original. If there are discrepancies between the original and copies of the Technical Proposal, the original governs. Bidder is required to upload all the required the documents required by the procuring agency on SPPRA EPAD's Portal and must submit one original hard copy of Technical Proposal along with all supporting documents. One USB containing an electronic copy (labelled **'Electronic Copy'**) of all Proposal documents in PDF format (excluding the Financial Proposal), must be provided with the Technical Proposal. In the event of any discrepancy between the Original Proposal and the Electronic Copy, the former shall be deemed as the accurate Proposal. If Financial Proposal is copied to the USB containing Technical Proposal, the entire Proposal shall stand rejected. The Technical Proposal shall be placed in a sealed envelope clearly marked **"TECHNICAL PROPOSAL"** followed by the name of the assignment **Hiring of consultant(s) for "Future-Ready Skills and Job Placement Initiative: Building Sindh's Digital Workforce" Digital Skills Training Program (DSTP), Program of Sindh Enterprise Development Fund (SEDF)** and the name of Bidder. Similarly, the

	Financial Proposal shall be placed in a separate sealed envelope clearly marked **"FINANCIAL PROPOSAL"** followed by the name of the assignment **Hiring of consultant(s) for "Future-Ready Skills and Job Placement Initiative: Building Sindh's Digital Workforce" Digital Skills Training Program (DSTP), Program of Sindh Enterprise Development Fund (SEDF)** and the name of Bidder, with a warning "**DO NOT OPEN WITH THE TECHNICAL PROPOSAL**". The envelopes containing Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and title of the assignment mentioned in this document, and the name of the Bidder, and clearly marked "**DO NOT OPEN BEFORE SUBMISSION DEADLINE**". Company shall not be responsible for misplacement, losing or premature opening of the outer envelope if not properly sealed and marked as stipulated. Such negligence may result in rejection of the Proposal. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for rejection of the Proposal. The Proposal must be sent to the following address and received by the Company not later than the time and the date specified elsewhere in this Bidding Document: Bidders must submit their Proposal to the Company by registered post/ courier or by hand to the official postal address of the Company before or on the submission deadline specified elsewhere in this bidding document. Any Proposal received by the Company after the deadline for submission shall be returned unopened. Company reserves the right to accept or reject any or all of the Proposals submitted at any time in accordance with applicable government/SPPRA rules and the stipulations contained in this document. The envelopes with the Financial Proposal shall remain sealed and securely stored in the custody of Company and will be opened as per the tentative timeline specified elsewhere in this document.
3.5	FINANCIAL Evaluation CRITERIA (SEE Instructions to Bidder) The financial bids of only technically qualified bidding consortiums against cities as per clause # 4.3 of TORs will be opened. The pricing shall include all applicable taxes, rates, duties, tolls, fees etc. The evaluation of both (technical & financial) bids will be formulated as per Rule No. 72 (3) of SPPRA Rules, 2010 (amended). i.e. **Quality & Cost Based Selection**.
3.6	Expected date and address for contract negotiations: Sindh Enterprise Development Fund, Block B, 1st Floor, FTC Building, Shahra-e-Faisal, Karachi. Dates will be communicated later after the completion of bidding evaluation process.

3.7	The Financial Bids must be accompanied with the bid security of **2%** of the bid price- in the form of Call Deposit/Bank Draft (refundable) drawn in favor of "**Sindh Enterprise Development Fund**". However, as mentioned earlier in the Mandatory Section, all bidders are required to submit an affidavit on letterhead along with Technical Bid that Bid security in the required form and manner is enclosed with the financial proposal.
3.8	Successful consultant is required to submit **performance security/ guarantee (05%)** of the total contract amount in form of pay order, demand draft or bank guarantee.
3.9	Consultants undertake to sign integrity Pact for the procurement estimated to exceed Pak Rs. 2.5 million.

Section 3: Mandatory & Technical Evaluation Criteria

The evaluation of all regions shall be carried out Comparatively

The Bidding Consultant, or in the case of Consortiums / Joint Ventures compliant with the Mandatory criteria, will be eligible for the Technical Scoring criteria.

The bidding Consultant, or in the case of Consortiums/Joint Ventures securing 70% or more scores will be considered technically responsive and subsequently selected for financial bid opening.

Before submission of Proposals, within the stipulated time mentioned in this Request for Proposal (RFP) document, Potential Bidders are required to ensure that all Mandatory Criteria outlined in this document are fulfilled.

For Bidders submitting proposals as a Consortium/Joint Venture (JV), only the Lead Bidders documents will be evaluated against the Mandatory Criteria.

The following checklist details the required documents. All applicable documents must be submitted in the specified order at the time of Proposal submission. Failure to submit any of these Mandatory Criteria will result in disqualification.

Mandatory Criteria:

#	**Mandatory Criteria**	Documentary evidence / Proof
01	Consultant(s)/ in case of Consortiums / Joint Ventures each member has a valid Income Tax Registration.	The Consultant(s) in case of consortium / Joint Venture firms provide a copy of valid and active NTN certificate
02	Consultant(s) / in case of Consortiums / Joint Ventures each member has a Sale Tax Registration. Sale Tax Registration (only educational institutes are exempted)	The Consultant(s) / consortium / joint venture firms of each member company provide a copy of valid and active Sales Tax Certificate. The Lead Consultant(s) in case of consortium / joint venture firms shall have valid and active GST registration with FBR. (In case of education institution, proof of AOA/MOA mentioning education category under SECP registration required)
03	Consultant(s) in case of Consortiums / Joint Ventures each member have a valid Registration with Sindh Revenue Board (SRB). Registration with Sindh Revenue Board (SRB)	The Consultant(s) in case of Consortiums / Joint Ventures firms provide copy of valid and active Registration with Sindh Revenue Board (SRB). . (In case of education institution, proof of AOA/MOA mentioning education category under SECP registration required)

	(only educational institutes are exempted)	
04	A undertaking / Certificate that any Consultant(s) firms / Company / Organization / Association which is part of Consortium / Joint venture is / are / not blacklisted by any Government Department or public sector organization in Pakistan.	The Lead bidder / Consultant or in case of consortium / Joint venture shall provide undertaking on Rs. 100/- stamp paper.
05	Proof of Certificate of Incorporation or Registration or equivalent.	Certificate of incorporation is required
06	In case of proposal being submitted as consortium/Joint Venture (JV), attach consent letter of **each** partner organization clearly specifying its roles and responsibilities in the program. Letter should be issued by the competent authority of the partner organization.	Attach Consent letters of each organization in the consortium or Joint venture on their letterheads and signed by relevant persons, stating their roles and responsibilities.
07	Affidavit on letter head that bid security in the required form and manner is enclosed with the financial proposal.	Bid security in the required form, enclosed in the financial proposal.
08	CONFLICT OF INTEREST – DISCLOSURE FORM **(attached as Annexure-A)**	Conflict of interest form must be filled and attached.

Evaluation of Technical Proposals:

During the technical evaluation no amendments in the Proposals shall be permitted. Each responsive Proposal will be given a technical score. If Proposal fails to achieve the minimum qualifying technical score indicated in the RFP document, it will not qualify for financial evaluation stage. Bidders who obtain at least 210 out of 300 marks in technical evaluation criteria will qualify and Financial Proposals would be opened only for technically qualified Bidders.

Financial Proposals of those Bidders obtaining less than 210 marks out of 300 (70%) in Technical Evaluation shall remain un-opened. After completion of evaluation, the Company shall award Agreement to the selected Bidder (highest ranked). After agreement signing with successful bidder, the Company shall return the unopened Financial Proposals of the unsuccessful Bidders.

An evaluation committee appointed by the Company will evaluate Technical Proposals on the basis of their compliance with the RFP and by applying the evaluation criteria and the point system, specified below:

#	Technical Evaluation Criteria	Sub marks	Marks
1.	**Registered Age, financial position, and Profile of the Lead Bidder– (Form B2)**		**10**
	a. Registered age Experience of less than 5 years will carry no marks. Each additional year of experience carries 1 mark. Maximum marks = 05.	05	
	b. Financial position (Net worth/Accumulated revenue of last two years) should not be less than PKR 50 million). No Mark on any worth less than PKR 50 million. Maximum marks= 05	05	
2.	**Availability of adequate space and infrastructure:** The facility must provide adequate space and infrastructure to accommodate at least 450 trainees in Karachi, and 175 trainees each in Hyderabad and Sukkur. It should be noted that the expected number of trainees per course is 90 in Karachi and 35 each in Hyderabad and Sukkur, with a maximum class size not exceeding 35 trainees per course. **(Forms B3)**		**25**
	✓ High-speed internet, comfortable & conducive classroom environment, climate control, electricity backups, Desks and Chairs, audio-visual gears/facilities if needed, security, and ample lighting to enhance the learning environment.	05	
	✓ Availability of Classrooms to accommodate 35 students	05	
	✓ Latest technological assistance for instructors and students	05	
	✓ High end desktops and relevant infrastructure for trainees and instructors	05	
	✓ Location (Convenience, accessibility and safety)	05	
3.	**Relevant Experience of the Firm/Bidder (Forms B4)**		**100**
	a. Experience in imparting physical trainings in ICT /programming languages	10	

	(Form B4-1). Maximum Marks = 10 No marks will be awarded for 5 years or less of experience. An additional 2 marks will be granted for each extra year of experience beyond 5 years.		
	b. Number of trainees successfully completed training in the areas outlined in this document. (**Form B4-2).** Zero mark will be allocated for less than 3,000 trainees, with an increase of 1 mark for every additional 100 trainings. Max Marks:10	10	
	c. Must have experience of managing and running such program for government organization for at least 500 trainees per program- **(Form B4-3).** Each such program with at least 500 trainees carries 10 marks. Maximum Marks = 20	20	
	d. Number of trainees graduated from the training program in programming languages Each 200 trainees graduated carries 1 Mark. Maximum Points = 10 **(Form B4-4).**	10	
	e. Experience of conducting soft skills training Programs. Each Contract carries 2 points. Maximum Points 10 = **(Form B4-5).**	10	
	f. Must have a proven track record of helping trainees on job placement after completing the trainings. Zero mark will be allocated for less than 200 job placements, with an increase of 10 Marks for every additional 25 job placements. Max marks 25. **(Form B4-6).**	25	
	g. Must have well reputed international partner in ICT trainings with experience of localizing of international level Curriculum in Collaboration with International Partner(s) (**Form B4-7).**	15	
4.	**Proposed Methodology (Form B5)**		**95**
	a. Marketing and Outreach Plan	**20**	
	i. Marketing, Outreach, Advertisements, Promotions, branding etc.	20	
	b. Trainee Selection and Graduation Criteria	**45**	
	i. Trainee Selection Process & Criteria	15	
	ii. Trainee course completion Criteria	10	
	iii. Ability to create partnerships with local and international IT companies and relevant organizations and upfront commitment to provide	20	

	jobs to trainees upon successful completion of trainings on certain criteria. Provide comprehensive job placement strategy		
	c. Project Management Plan	**30**	
	i. Program comprehension and Execution Methodology	15	
	ii. Program Charter, Gantt Chart and Timelines	05	
	iii. M & E Process	05	
	iv. Monitoring Mechanism & KPI's to assess the performance of training	05	
5.	**Proposed Curriculum, (Form B6)**		**20**
	Quality of proposed course content (average=04, good=08, very good 12, excellent=16): Bidders are required to propose at least 4 sample curriculum/course content from at least 4 areas outlined in this document: such as java script, .Net, java, python, react etc. 4 marks for each course. Final selection of courses will be done later **(Kindly provide any accreditation/affiliation i:-e Google, Microsoft if available)**	16	
	Proposed curriculum must include soft skills components.	04	
6.	**Proposed Instructors, trainers and Project Team (Form B7)**		**30**
	Qualification and Competence of the proposed Team Members (Forms B7)		
	i. Proposed Team Structure (Form B7-1)	10	
	ii. Proposed Lead Trainers and Assistant Trainers. Profile qualification and experience (Form B7-2)	08 08	
	iii. Proposed mentors and industry stalwarts for lectures/trainings (Form B7-3)	04	
7.	**International Partner for curriculum and certification (Form B8)**		**20**
	i. Curriculum accredited and used by. ii. Adoption of curriculum by local and international organizations/institutions	05 05	
	iii. Certification awarding body (International will be preferred)	10	
	Total		**300**

General Formula for Weighted Average Score:

Total Score= (Technical Score×WT) + (Financial Score×WF)
Where:

- WTW_TWT = Weightage of the Technical Score (e.g., 70%)

- WFW_FWF = Weightage of the Financial Score (e.g., 30%)

Section 4: Terms of Reference

Sindh Enterprise Development Fund (SEDF):

Sindh Enterprise Development Fund (SEDF) a Company incorporated under section 42 of the Companies Act, 2017 has been established by the Government of Sindh to encourage investment and innovation in various economic sectors, with a view to facilitate efficient production, processing and marketing for wider economic gains. Further information about the company is available at https://www.sedf.gos.pk/. In line with the recent focus to accelerate digitalization of Sindh, SEDF has developed a comprehensive digital strategy and outlined a plan for its successful implementation through various key programs and projects.

Introduction:

Pakistan has made significant strides in IT education and workforce development through initiatives led by organizations such as the National Information Technology Board (NITB), the National ICT R&D Fund, and the Higher Education Commission (HEC). These efforts have contributed to foster IT skills and research in the country. Furthermore, Pakistani universities and private training centers offer a wide array of IT-related programs and certifications, both online and offline.

However, despite these commendable initiatives, there remains an urgent need for additional IT skills development and related programs. As of May 2023, State Bank of Pakistan (SBP) raised concerns over the current state of Pakistan's IT sector. Reportedly, only 10% of IT graduates possess industry required employment skills. Additionally, Pakistan churns about 30,000 IT graduates annually. That is a large proportion of young people looking to join the job market, with extremely low levels of skills.

In addition to these challenges, the global IT industry is advancing at an unprecedented pace, generating a growing demand for specialized skills and expertise. Globally, the IT sector is expanding rapidly, with an estimated 26.9 million software developers worldwide. Moreover, the global software development market, valued at $429.59 billion in 2021, is anticipated to experience a compound annual growth rate (CAGR) of 11.7% from 2022 to 2030. These trends underscore the significant opportunities within the IT sector.

Pakistan, with its substantial IT graduate pool, youthful population, and increasing IT export revenues, stands poised to make substantial contributions to this thriving global market. It is high time that Pakistan should take note of its IT potential and take significant strides to fully avail this opportunity.

The state's IT industry contributes approximately 7% to Pakistan's GDP and employs hundreds of thousands across various segments, including banking, telecommunications, healthcare, and education. Encouragingly, Pakistan's ICT exports remittances have increased by US$195 million (12.79%) to US$ 1.72 billion during July 2023 to January 2024 of FY 2023-24 in comparison to US$ 1.525 billion reported for the same period last year FY 2022-23.

To ensure Pakistan's competitiveness on the global stage and meet the demands of the evolving industry, it is imperative to invest in the continuous development of the country's IT workforce. Therefore, this RFP is issued to address the much-needed initiative in this field.
According to data released by the Sindh Bureau of Statistics, in 2022, more than 10,000 IT graduates obtained their degrees from universities in Sindh. The Information Technology (IT) sector in Pakistan and globally demands a diverse skill set for emerging technologies like Cloud Computing, Blockchain, Machine Learning & Data Sciences, Artificial Intelligence, Web 3.0, VR/AR etc. These technologies of the future demand proficiency in programming languages such as Java, Python, C++, and JavaScript etc.

The IT sector in Sindh is experiencing rapid growth and a substantial demand for skilled professionals. A recent report from the Pakistan Software Houses Association (P@SHA) predicts that the IT industry in Sindh is poised to create over 100,000 new jobs in the next five years. Notable IT companies operating in Sindh, including Careem, TRG Pakistan, Systematix, Afiniti, Impetus, 10 Pearls and various government entities like the Sindh Government and City Government Karachi, contribute to the sector's vibrancy and offer diverse opportunities for those interested in pursuing a career in the field of Information Technology.

By publishing this RFP, SEDF aims to engage the most qualified bidder capable of ensuring the smooth execution of the program. The selected bidder should comply with all the instructions provided and effectively achieve all outlined objectives.

Program Overview

The Government of Sindh is embarking on an ambitious project with a vision to empower its future workforce with cutting-edge IT skills, aligning them with the evolving job market demands. This transformative initiative aims to train 800 individuals in high-demand IT courses, which will be determined through rigorous research in the first project component. These courses are anticipated to cover areas such as Generative AI, Cloud Computing, Cyber security, Data Science and Analytics, and Software Development, Game Development, cloud computing, subject to revision based on research findings.

By cultivating talent in these dynamically evolving fields, our objective is not only to bolster the growth of the local IT sector but also to ensure the competitiveness of our workforce on a global scale. This project aligns seamlessly with our vision for a digitally empowered Sindh, emphasizing our commitment to foster innovation and enhancing employability within the Information Technology domain.

As Pakistan stands at the brink of a digital revolution, with the IT sector poised to spearhead economic growth, innovation, and job opportunities, the Government of Sindh is actively seeking a Bidder, to manage and execute this project. This RFP outlines the program's essential components, including an initial Needs Assessment Research phase, a meticulous process for Shortlisting the top IT talent, comprehensive Skills Development Training and Assessments, and facilitation of Job/Interview opportunities. This program will bridge the skills gap and empower the IT graduates of Sindh for a prosperous future.

Program Aim:

The program aims to spearhead the socio-economic transformation of Sindh by strategically nurturing 800 individuals with cutting-edge IT competencies tailored to meet the evolving demands of the global job market. By meticulously identifying and cultivating future-ready technical and soft skills, the initiative endeavours to empower the youth of Sindh, thereby fostering sustainable growth and development in the region. Through targeted training and facilitation of job placements with esteemed partner organizations, the program aspires to catalyse economic empowerment, thereby ensuring the competitiveness of the local workforce while simultaneously contributing to the broader vision of a digitally inclusive and prosperous Sindh.

Program Objectives:

- ✓ Developing Future Skills Framework through identifying the top technical and soft skills demanded in the IT industry.
- ✓ Training of 800 candidates with future-ready IT skills, thereby significantly contributing to the uplifting of the youth of Sindh.
- ✓ Economically empowering 70% of trainees through job placements with esteemed partner organizations, fostering sustainable growth and development.
- ✓ Promoting gender inclusivity within the program by actively encouraging female participation and providing targeted support to address barriers to entry and advancement in the IT field.
- ✓ Forging strategic partnerships with academic institutions and industry stakeholders to align training programs with industry needs, enhance curriculum relevance, and facilitate smoother transitions for graduates into the workforce.

Scope of Work detailed below, delineating the key components and activities integral to the successful execution of the program. While the Scope provides a structured framework, Bidders are encouraged to exercise their expertise and innovation by proposing additional components or approaches that they believe would enhance the efficacy and seamless implementation of the initiative. Such proposals should align with the primary objectives of the program, with a focus on maximizing impact and ensuring the holistic development and empowerment of the IT talent pool in Sindh.

Need Analysis and Future Skills Framework Development:

- ✓ Conduct a comprehensive need analysis of the IT industry landscape, including market research, stakeholder consultations, and surveys to identify the most sought-after technical skills.
- ✓ Engage key stakeholders from various sectors in the consultation process to ensure the robustness and relevance of the Future Skills Framework.

- ✓ Collaborate with government bodies such as the Ministry of IT & Telecom and the Pakistan Software Export Board (PSEB) to gain insights into national strategic objectives and industry priorities.
- ✓ Seek perspectives from industry associations like the Pakistan Software Houses Association (PASHA) to understand industry dynamics and emerging trends.
- ✓ Conduct focus group discussions (FGDs) with representatives from local and international IT companies to gather insights into specific workforce requirements and market trends.
- ✓ Collaborate with universities renowned for their Information and Communication Technology (ICT) programs to ensure alignment with academic offerings and industry demands.
- ✓ Develop a comprehensive Future Skills Framework outlining the top 5 highly demanded technical skills and essential soft skills such as communication, teamwork, critical thinking, time management, and problem-solving.
- ✓ Ensure that the Future Skills Framework serves as the guiding document for the training program, addressing the holistic needs of participants and aligning with industry expectations. By leveraging diverse stakeholders' expertise and perspectives, the Future Skills Framework will be objective-oriented, focused on meeting the evolving needs of the IT industry, and preparing participants for success in the workforce.

Talent Engagement Drive & Strategic Alliances:

- ✓ The Bidder will craft an engagement strategy to spark a trainee selection drive throughout Sindh. This initiative entails establishing connections with essential stakeholders through an extensive media campaign. A potent blend of modern and traditional outreach methods, including compelling social media initiatives, precise online advertising, and impactful community gatherings, will be deployed. Our goal is to attract local talent to the Program.
- ✓ Strategic alliances with pertinent organizations facilitating graduate job placements will be prominently featured across various social media platforms as an integral component of the training program's promotional and outreach endeavors. Harnessing the power of social media as an effective tool for storytelling and fostering community engagement, the training program aims to nurture a positive online presence and boost confidence among potential participants.

Competitive Selection Process:

- ✓ Initiate a robust registration phase through various channels such as newspaper advertisements, social media campaigns, and recruitment drives in educational institutes to invite interested applicants.
- ✓ Implement a thorough selection and shortlisting process based on pre-defined criteria established by the successful bidder in consultation with SEDF (Sindh Enterprise Development Fund).
- ✓ Set quotas to ensure diversity and inclusivity, allocating 40% of slots to candidates from rural Sindh areas and 60% to those from urban Sindh areas, with preference given to women, minorities, and differently abled individuals. While the overall selection will

prioritize performance in tests and merit criteria to ensure the provision of jobs, merit will have an edge over the quota in all circumstances. Selection will only be finalized on a merit basis. Nonetheless, the best efforts will be made to fulfill the quota requirements as well.

- ✓ Implement an age-inclusive policy, allowing individuals of all ages to participate in the program. However, it is desirable that individuals between the age of 18 and 35 will be target in the outreach campaign.
- ✓ Trainees must hold a provincial domicile of Sindh and qualify through both the test and interview process. To ensure the submission of relevant applications, bidders may also specify a minimum qualification criterion for applicants. This will help attract candidates who meet the program's requirements and are best suited for the training.
- ✓ To ensure maximum participation it is advisable to provide an opportunity to candidates with a minimum qualification of HSSC or equivalent & above.
- ✓ Conduct written or computer-based assessments for at least 4,000 shortlisted applicants to determine their suitability for the program. The evaluation will be twofold: it will assess both the applicant's technical knowledge and their motivation to complete the training
- ✓ Design assessments/entry test that focus on both technical aptitude and essential soft skills to ensure selected candidates possess necessary capabilities for success.
- ✓ Ensure selection of 800 trainees on merit and according to the defined merit criteria.
- ✓ Ensure the selection of at least 160 trainees for each course, with contributions from Karachi, Sukkur, and Hyderabad reflecting regional demographics: 90 trainees from Karachi, 35 from Sukkur, and 35 from Hyderabad.
- ✓ It is highly desirable to maintain the selection distribution as outlined, adjustments may be made based on factors such as the number of applications received and students' performance in the selection tests. Additionally, modifications may be considered to optimize classroom capacity and resource utilization. However, any changes to the distribution must be approved by the Senior Management of Sindh Education and Development Foundation (SEDF). This ensures that alterations are made thoughtfully and in accordance with the program's objectives, maintaining fairness and transparency throughout the selection process.
- ✓ Form an interview panel comprising experts in technical and behavioral assessments as well as program designers to ensure alignment with the training curriculum.
- ✓ Carefully match applicants with relevant training programs based on their skills, interests, and career aspirations.
- ✓ Ensure transparency throughout the selection process to identify the most qualified applicants, fostering fairness and integrity.
- ✓ Implement a selection process that considers candidates' preferences for training center location, alongside additional criteria such as academic performance in examinations. This approach aims to allocate candidates to cities aligning with their preferences whenever feasible, while also optimizing the placement process by considering other relevant factors.
- ✓ Uphold transparency to attract the most suitable candidates for the program, thereby maintaining the program's reputation and effectiveness.

State of the art Training Center:

- ✓ Establish three training centers strategically located in Karachi, Sukkur, and Hyderabad to ensure accessibility for participants.
- ✓ State-of-the-art classrooms will be ensured for trainees, as the entire program will be conducted in physical classroom settings, equipped with all necessary facilities and backups to guarantee uninterrupted execution of lectures throughout the program's duration. These classrooms should be equipped with modern amenities such as audio-visual equipment, high-speed internet connectivity, comfortable seating arrangements, and adequate lighting to facilitate optimal learning experiences. Additionally, the bidder must have contingency plans in place to address any technical issues or emergencies promptly, ensuring minimal disruption to the lecture delivery process.
- ✓ Maximum up-to 35 students are allowed in one classroom.

Comprehensive Learning Journey:

- ✓ The program's curriculum will be structured to provide participants with a comprehensive learning experience, balancing intensity with sustainability. With five hours dedicated to learning per day, five days a week, and spanning four weeks each month, participants can immerse themselves in the material while allowing for ample time to digest and apply new concepts. Over the course of three months, this schedule amounts to a total of 300 hours of instruction. It will not only ensure in-depth understanding but also flexibility for participants to manage their projects, studies, assignment, and assessments.
- ✓ Each set of languages requires 300 hours of training. This duration is divided into two parts: 80 hours for technical theory and 20 hours for soft skill and 200 hours for hands-on training. The practical training also involves working on the capstone project right from the start of the training.
- ✓ The trainings are required to be conducted physically in presence of Assistant trainers and trainees. Assistant Trainers is physically required full time during the currency of trainings. The Lead Trainers may impart trainings online. They should remain available (physical or online) for at least 100 hours during the course of the program. Assistant trainer is required to spearhead each training session with the ability to effectively explain technical aspects and complexities of the training. In a broader role, Trainers shall:
    - Facilitate technical training and execute training plans according to each user group and overall training goals.
    - Utilize a variety of instructional methods and media to achieve training objectives. Confirm the adoption of technical training from classroom to work practice.

- Administers the overall training program, evaluate trainees' performance and Asst. Trainer's performance.
- Provide mentorship to trainees with respect to current & future needs of programmers in the industry.
- Monitor, evaluate, alter and manage the working of trainees through LMS. The Asst. Trainer is required to provide hands on training assistance to trainees under the directions of the Lead Trainer.

✓ The program integrates both hard-core technical skills and soft skills development, ensuring a holistic learning experience for participants. Rigorous assessments are conducted to evaluate proficiency in both areas, maintaining high standards of competency. Following this, successful candidates will be engaged in a three-month internship program, providing practical application opportunities to reinforce learning and enhance real-world problem-solving abilities. This combined approach not only equips participants with the technical prowess required in the IT industry but also cultivates essential interpersonal and professional skills essential for success in today's dynamic job market. Limit classroom sizes to a maximum of 35 trainees per class, in accordance with international best practices, for optimal learning outcomes.

✓ Bidders are mandated to prioritize timely completion of the project, taking into account factors such as public holidays and any other unavoidable interruptions. This entails meticulous planning and scheduling to accommodate such events without compromising project timelines.

✓ Structure class timings to align with candidates' attention spans, ensuring maximum effectiveness and engagement during training sessions.

- The overall duration of the program will span 15 months, comprising various phases. The initial **two months** will be allocated for conducting surveys, fostering collaborations, and finalizing course offerings. Following this, **one months** will be dedicated to branding activities, curriculum development, scheduling, engagement of instructors, and the selection of candidates. Subsequently, **three months** will be designated for course delivery, providing participants with essential skills and knowledge. A **three months** internship period will follow, allowing participants to gain practical experience and apply their learning. Finally, **six months** will be allocated for job placement activities**. (this time will be for the consultant to provide jobs to candidates)**, ensuring successful integration into the workforce.

Reporting Dashboard, Skill Assessment, and Training Videos

The bidder is expected to establish centralized and automated 360 reporting and dashboard systems to enable rapid and effective evaluation and feedback mechanisms. Moreover, they are mandated to design a Skill Assessment System for the comprehensive evaluation of candidates' hard and soft skills pertinent to expected job. Furthermore, the bidder must guarantee the accessibility of training recordings for trainees for a duration of at least 12 months following the conclusion of the training sessions.

Curriculum Development:

The curriculum proposal process would require bidders to follow the following steps:

Step 1:

Bidders are required to propose a tentative but comprehensive curriculum for the program while bidding, which in their view and knowledge fulfills the requirements of this transformational program. This outline will encompass program introduction, pre-requisite, topic, subtopics, duration, instructors, timing, learning outcome and justifications. The outlined curriculum is essential for gauging the bidder's ability to evaluate market skill dynamics and requirements and will carry weightage in the overall scoring of the bids

Step 2:

After the selection process is complete the project executioner will be required to assess market skill requirements using a thorough consultative process/approach which takes different industry/academia stakeholders onboard.

A carefully outlined curriculum is crucial for program success and will serve as a foundation upon which this initiative will thrive. A comprehensive and high-quality curriculum not only sets the stage for success but also ensures alignment with the overarching objectives of the initiative. It provides a clear roadmap for instructors and students, facilitating effective teaching and learning experiences. Moreover, it enables the program to adapt to evolving industry trends and technological advancements, ensuring relevance and competitiveness in the ever-changing landscape of the IT sector.

Instructors/Trainers:

Lead trainers must have at least 5 years of practical coding experience with relevant programming languages, a minimum of 16 years of formal education in a related discipline, and experience of imparting relevant trainings. Assistant trainers should have a minimum of 2 years of industry experience, 16 years of education in a relevant field, and experience of imparting relevant trainings. Both roles require strong subject matter expertise and a proven track record in effectively imparting training.

The bidder is required to engage prominent instructors and trainers to deliver lectures, ensuring the successful execution of the program. These instructors/trainers should possess the requisite expertise and experience to effectively impart knowledge and skills to the participants, thereby enhancing the quality and impact of the training sessions. By securing the involvement of distinguished professionals, the bidder can contribute significantly to the overall success and effectiveness of the program.

Rigorous Assessments:

It is the responsibility of the successful bidder to conduct rigorous assessments, which will serve as a hallmark of the program. Trainees will undergo comprehensive evaluations aimed at gauging their understanding and proficiency in the core area. These assessments will ensure that trainees are thoroughly prepared to meet the demands of the IT industry, with formative

assessments conducted throughout the course of the program to provide on-going feedback and support for trainees' continuous improvement.

A robust assessment system is required to be designed to measure trainee progress and ensure they graduate with the necessary skills and knowledge to excel in the IT industry. Assessments will go beyond simply testing content knowledge and delve into practical skills application. This comprehensive approach will serve as a hallmark of the program, providing valuable insights into trainee proficiency and ensuring they are well-equipped for success upon graduation.

Pre-Program Assessment:

- ✓ Bidder is required to establish a baseline understanding of each trainee's current knowledge and skills. Allowing bidder to tailor the learning experience to individual needs and identify areas where additional support may be beneficial.

Formative Assessments:

- ✓ Regular Skill-Based Challenges
- ✓ Weekly Quizzes and Knowledge Checks
- ✓ Peer Reviews and Collaboration

Summative Assessment:

- ✓ Comprehensive Capstone Project
- ✓ Final Exam

Portfolio Development:

- ✓ Trainees will compile a portfolio of their work throughout the program, including code snippets, project documentation, and reflections on their learning journey. This portfolio not only demonstrates their acquired skills but also serves as a valuable tool for showcasing their abilities to potential employers.

Leveraging Feedback for Continuous Improvement:

- ✓ The assessment system will not be a one-way street. Trainee feedback on the assessments and program delivery will be actively solicited. This allows for program refinement and ensures the assessments remain relevant and effective in measuring trainee progress.

Retention Strategy:

- ✓ Ensure the successful completion of the program by 800 trainees, accounting for potential dropouts, through robust support systems and proactive measures.
- ✓ Offer incentives for completion milestones and provide ongoing motivation and encouragement to participants.
- ✓ To ensure inclusivity, retention and equal opportunity, the financial proposal should include a stipend budget of PKR 25,000 (inclusive of tax) for each trainee for a duration of three months.

- ✓ Create support systems, including mentorship programs and regular progress evaluations, to ensure trainees receive necessary assistance and guidance.
- ✓ Implement interventions tailored to address challenges faced by participants, with proactive measures to minimize dropout rates.

Industry Partnerships:

The bidder for the training program must establish strategic partnerships with relevant organizations such as Systems Limited, NETSOL Technologies, S&P Global Pakistan, Telenor Microfinance Bank, KeepTruckin, Arbisoft, Devsinc, 10Pearls, Folio3, Techlogix, NexaStack, Teradata, TRG Pakistan, Avanza Solutions, Contour Software, Naseeb Networks, and others/any to facilitate graduate job placement effectively. These partnerships will be crucial in ensuring that program participants have access to a diverse range of employment opportunities that align with their skills and career aspirations. By collaborating with a network of reputable companies and industry stakeholders, the bidder can leverage existing connections and resources to maximize job placement outcomes for graduates. Additionally, these partnerships can provide valuable insights into current industry needs and trends, allowing the training program to adapt and evolve to meet changing demands.

International Collaboration:

Bidders may submit proposals in collaboration with international partners and trainers to enhance their learning experience. This collaborative effort aims to provide trainees with exposure to diverse perspectives and best practices worldwide, thereby improving their skills and employability. It is important to note that this partnership is not only for earning marks in the technical evaluation but also for ensuring a visible role of the international partner in the execution of the program.

Mentorship, Career Support:

Successful bidder is required to develop mentorship program for trainees. Experienced professionals within the IT industry, including potential international mentors, will provide ongoing guidance and support to program trainees, helping them navigate their careers effectively.

On-the-Job Training, Placement and Certification:

- ✓ Organize three months long on-the-job training placement with partner organizations, preferably in Sindh, selected based on predetermined criteria to provide participants with practical experience and exposure to industry practices.
    - Over the next six months, coordinate efforts to place participants in relevant job roles aligned with their chosen program specialization, prioritizing placements in Sindh to foster connections with local industries and communities**. (This time it will be for the consultant to provide jobs to candidates)**.
- ✓ Facilitate the acquisition of industry certifications and licenses for participants, ensuring they are well-prepared to secure desirable positions within their respective fields.

Graduate Placement:

Job placement for program trainees will be facilitated within 06 months following the completion of their on-the-job training. In order to guarantee the longevity of placements and furnish participants with meaningful work exposure, employment agreements will be procured for a minimum tenure of 12 months, offering a minimum base salary starting from PKR 75,000/month. Moreover, job placements will be meticulously aligned with the courses attended by candidates, ensuring that their skills and expertise are directly applicable to their roles. Additionally, partnering companies must meet a minimum annual turnover threshold of at least 20 million and having at least 20 regular employees on their payroll, ensuring the stability and capacity of the employing organizations. This approach not only ensures that participants are placed in relevant and stable employment but also sets the foundation for long-term career growth and success within the IT industry.

Monitoring and Evaluation:

Program monitoring will be conducted consistently throughout the project's duration to assess its progress, performance, and outcomes, ensuring its successful execution. This monitoring process will operate across three distinct layers to provide comprehensive oversight. At the apex, the SEDF Governance Board will oversee the project's strategic direction, ensuring alignment with organizational goals and adherence to policies. The second layer involves key executives such as the CEO, CFO, and senior management team, who will monitor project operations, milestones, and project financial resources. Finally, to ensure continuous improvement and maximize program effectiveness, an experienced industry expert, with a proven track record in overseeing government funded project in the field of education, will be engaged for monitoring and compliance. The Monitoring Representative will perform thorough assessments during the project's execution, offering valuable insights and recommendations to enhance performance across all program components.

The bidder is also required to integrate a robust monitoring and evaluation (M&E) system as a crucial component of the project strategy. This system will entail regular assessments to monitor participants' skills development, track job placements, and evaluate career growth comprehensively.

Performance Evaluation:

Performance evaluation will be conducted consistently throughout the program to assess the progress and proficiency levels of both individual participants and the overall program. This evaluation will consider various factors including participant outcomes, program delivery, and stakeholder satisfaction. Regular feedback will be sought from trainees at predefined intervals to gauge the effectiveness of the program. By soliciting feedback from multiple stakeholders, the program can assess its performance objectively and make data-driven decisions to enhance its effectiveness and relevance. This continuous feedback loop ensures that the program remains responsive to evolving needs and maintains its commitment to delivering high-quality training outcomes.

Program & Graduates Branding:

The winning bidder will be assigned with the pivotal responsibility of formulating a detailed strategic framework aimed at transforming the project into a distinguished brand by utilizing various communication channels, placing particular emphasis on social media platforms, to magnify the narrative of success associated with the program's accomplishments in Sindh. This comprehensive approach will encompass the dissemination of compelling success stories, impactful testimonials, and data-driven insights, effectively positioning the program as a beacon of transformative change within the IT sector landscape.

Progress Reports:

Bidder is responsible for maintaining regular communication with SEDF and stakeholders by submitting both monthly and quarterly technical progress reports. The format of these reports will be collaboratively determined to ensure alignment with reporting standards. SEDF retains the right to request revisions until their approval is achieved, ensuring transparency and accuracy in reporting. Following project completion, the bidder will compile a comprehensive project completion report, including individual progress reports for each trainee. Additionally, the bidder will maintain records of all trainees and their progress for two years post-project completion and develop alumni portal. Quarterly progress reports will be submitted to SEDF during this period to provide updates on candidates' ongoing development and outcomes, facilitating sustained oversight and evaluation beyond the project's immediate implementation phase.

Freelancing Option:

Participants will have the option to explore freelancing opportunities upon completion of the program, provided they give an undertaking to adhere to specified guidelines.

Program Management:

The bidder entrusted with executing the program will assume full responsibility for comprehensive program management, carefully adhering to the policies delineated by the Sindh Enterprise Development Fund. This encompasses overseeing all logistical facets, including training venue management, resource allocation, and participant support services. Furthermore, the bidder will be tasked with ensuring regulatory compliance, regular reporting, and implementing robust monitoring and evaluation (M&E) mechanisms to track program progress effectively. Additionally, the bidder will implement rigorous risk management protocols to mitigate any potential challenges or disruptions that may arise during program execution. By scrupulously managing all aspects of the program, the bidder aims to deliver a seamless, high-quality training experience that maximizes participant satisfaction and achieves desired program outcomes.

Expected Outcomes:

Expected outcomes of the training program include facilitating the registration of 4000 eligible candidates, providing international-standard training to 800 individuals, and securing placements for at least 560 graduate trainees in IT companies with desired pay packages.

Key Performance Indicators and Measuring tools (KPIs):

Key Performance Indicators (KPIs) for the program encompass a range of metrics that assess its effectiveness and impact. These include:

Brand Recognition: Increase in program awareness and brand perception within the IT training sector of Sindh, measured through surveys and market analysis.

Candidate Registration: Achievement of the target of 4000 eligible candidates registered for the program, indicating strong demand and outreach effectiveness.

Selection Criteria: Review of the fairness and effectiveness of trainee selection processes, including diversity considerations and alignment with program objectives.

Curriculum Quality: Assessment of curriculum relevance, comprehensiveness, and alignment with industry needs, gauged through expert reviews and participant feedback.
Training Excellence: Evaluation of training quality based on participant feedback and performance metrics, ensuring adherence to international standards and industry relevance.
Skill Development: Assessment of participant skill growth through pre- and post-training evaluations, focusing on both technical proficiency and soft skills enhancement.
Placement Rate: Percentage of participants successfully placed in top-tier partner companies, reflecting the program's ability to connect trainees with high-quality employment opportunities.
Economic Impact: Measurement of the program's contribution to the economic empowerment of participants, including income levels post-placement and career advancement opportunities.
Quality of Partner Companies: Evaluation of partner company reputation, stability, and industry standing, ensuring trainees are placed in organizations that offer growth opportunities and a conducive work environment.
Program Efficiency: Monitoring of program timelines, budget utilization, and resource allocation to ensure efficient delivery and optimal use of resources.

To gauge the Key Performance Indicators (KPIs), the Sindh Education and Development Foundation (SEDF) will utilize a variety of tools and mediums, ensuring thorough assessment and well-informed decision-making. The preparation and filling of these tools will be the responsibility of the bidder. However, SEDF will actively provide feedback and monitor the process to ensure accuracy and alignment with program objectives.

- ✓ Brand awareness surveys, social media analytics platforms, and market analysis reports.
- ✓ Online registration systems, tracking software, and database analytics to monitor registration numbers and demographics.
- ✓ Participant feedback surveys, performance assessments, and curriculum alignment audits conducted by industry experts.
- ✓ Pre- and post-training assessments, skills gap analyses, and competency frameworks to measure skill growth and development.
- ✓ Post-placement income tracking, career progression surveys, and economic impact assessments to evaluate the program's contribution to participants' economic empowerment.
- ✓ Partner company evaluations, reputation assessments, and employer satisfaction surveys to ensure trainees are placed in reputable and supportive organizations.
- ✓ Curriculum reviews by subject matter experts, industry stakeholder consultations, and participant satisfaction surveys to gauge curriculum relevance and effectiveness.

By leveraging these tools, SEDF can systematically evaluate program performance, identify areas for improvement, and make data-driven decisions to enhance the program's impact and effectiveness.
SEDF will finalize the program Key Performance Indicators (KPIs), and payments will be contingent upon the successful completion of these and other agreed KPIs, along with the

submission of due deliverables, placement of trainees, and reports, and their subsequent approvals. This approach ensures that payments are tied to the achievement of predefined performance metrics and the satisfactory delivery of required outputs and documentation. Adherence to these guidelines will facilitate transparent accountability and alignment with project objectives, promoting effective monitoring and evaluation of program outcomes.

Proactive Risk Management for Project Success:

Project Risk Management:

Bidder and SEDF team will develop comprehensive risk management plan encompassing risk identification, assessment, mitigation, monitoring, and control. Internal & external risks will be identified and categorized, with an emphasis on their potential impact on project objectives. Mitigation strategies will be developed to address high-priority risks, and contingency plans will be formulated for those that cannot be fully mitigated. Continuous monitoring and regular review meetings will ensure the effectiveness of mitigation measures, while contingency reserves will be allocated to cover unforeseen costs. A robust communication plan will facilitate stakeholder engagement and reporting, fostering transparency and accountability throughout the project lifecycle. This plan will be a cornerstone of ensuring project success and will encompass the following key elements:

Comprehensive Risk Identification and Assessment:

- ✓ The Bidder will proactively identify both internal and external risks that could potentially derail project objectives. These risks will be categorized and meticulously assessed based on their likelihood of occurrence and potential impact on the project.

Targeted Mitigation Strategies:

- ✓ For high-priority risks, the team will develop effective mitigation strategies to minimize their impact or prevent them from occurring altogether.
- ✓ This proactive approach safeguards project timelines, budget, and overall objectives.

Contingency Plans for Unforeseen Events:

- ✓ For risks deemed difficult or impossible to fully mitigate, the team will formulate contingency plans. These plans outline alternative courses of action to navigate unforeseen circumstances with minimal disruption.

Continuous Monitoring and Adjustments:

- ✓ The risk management plan is not a static document. The team will continuously monitor identified risks and the effectiveness of mitigation strategies.

Regular review meetings will be held to assess the evolving risk landscape and make necessary adjustments to the plan.

General Conditions of Contract:

1. CONTRACT COMPONENT AND ALL INCLUSIVENESS:	• This Agreement supersedes any previous understanding, agreements, verbal or otherwise, between the above two parties. • The Agreement shall become effective upon signing and shall remain valid until both parties have fulfilled their obligations and the tasks are completed. • Within fifteen (15) days after the issue of the Letter of Award, the Contractor is required to sign the Agreement in the prescribed format, with agreed modifications.
2. RULING DATES AND VALIDITY/DURATION:	• The commencement date of work will be determined by the PROCURING AGENCY'S REPRESENTATIVE, considering the actual date of commencement of services by the CONTRACTOR as defined in the scope of work.
3. AGREEMENT OF CONTRACT	The PROCURING AGENCY'S REPRESENTATIVE may issue binding directives to: • Increase or decrease the quantity of work/services included in the CONTRACT. • Omit any such work/services. • Change the character, quality, or kind of any such work/services. • Execute additional work/services ancillary to the works/services.
4. COMMENCEMENT OF WORK	• Unless otherwise stated, work shall commence as per directives issued by the PROCURING AGENCY'S REPRESENTATIVE
5. ALTERATIONS. ADDITIONS AND OMISSIONS	The CONTRACTOR shall make arrangements for all manpower/staff and conform to applicable laws and regulations, including those enacted after the contract date. • The Service provider is required to transport the required services to a specified place of destination within the purchaser's place define as

	project site or as required by the procuring agency **(SEDF)** and all the related cost shall be included in the Contract price
6. STTLEMENT OF DISPUTES AND DIFFERENCES	• Disputes shall be referred to arbitration under the Arbitration Act 1940. • Parties will appoint a single arbitrator or two arbitrators (one from each party), who will appoint an umpire. • Arbitration is a condition precedent to any legal action. The venue for arbitration shall be Karachi.
7. NOTICES	• Any notice given by one party to the other pursuant to the Contract shall be in writing to the address specified in the tender documents. The term •in Writing• means communicated in Written form with proof of receipt. • Note is effective when delivered or on the notice's effective date. whichever is later. All notices shall be delivered by hand, registered mail, courier. Notices will be considered received: • **Immediately** if delivered by hand. • **Four business days** if sent by registered mail. • **Two business days** if sent by courier. **Address for Notices:** • Consultant: _____ • **Client:** 1st Floor, Block-B, F.T.C. Buildi Shahrah-e-Faisal, Karachi
8. CONTRACT PRICE	• Prices charged for services under the Contract shall not vary from those quoted in the submitted bidding documents. • The submitted quoted price will be inclusive of all applicable taxes.
9. PERFORMANCE SECURITY	• Performance Security / Bank Guarantee **shall be 5%**
10. SUPERVISION OR SURVEILLANCE	• Representative of Procuring Agency or his nominee shall inspect the procured goods/ Services and ensure that it meets the requirements and needs.
16. GOVERNING LAWS	• The Client and the Consultant shall comply with all statutory regulations. This agreement will be subject to Sindh jurisdiction.

18. PAYMENT TERMS & CONDITIONS	• Contract Award to the successful bidder/Consultant **20% payment will be released** • After the constitution of focus group and finalization of Course Programs **10% payment will be released** • Execution of the Program (Testing & Marketing by Consultant) **10% payment will be released** • After the completion of courses, including stipend **40% payment will be released** • After submitting the final report of Employability of the candidates through this program, **20% remaining payment will be released**
19. MODIFICATION IN TERMS	• Any changes in terms and conditions shall only be valid if recorded in writing and signed by the authorized officials of both parties
20. AUTHORIZED REPRESENTATIVES	• Each party shall nominate authorized representatives whose specimen signatures will be recorded for verification. Either party may replace its representative by providing written notice.

Section 5: Technical Forms

Technical Proposal

The Technical Proposal is to consist of the following:

Checklist (Mandatory Criteria Documents required with the Proposal) – Page 41-46

Form B1. *Technical Proposal Submission Form*

Form B2. *Registered Age, financial position, and Profile of lead bidder*

Form B3*: Availability of adequate space and infrastructure*

Form B4: *Relevant Experience of the Firm/Bidder*

B4-1: Experience in imparting physical trainings in ICT /programming languages

B4-2: Number of trainees successfully completed training in the areas outlined in this document

B4-3: Experience of managing and running such programs for government organizations

B4-4: Number of trainees graduated from the training program in programming languages

B4-5: Experience of conducting soft skills training programs

B4-6: Experience of helping candidates on job placement after completing the trainings

B4-7: Must have well reputed international partner in ICT trainings with experience of localizing of international level Curriculum

Form B5: *Proposed Methodology*

Form B6: *Proposed Curriculum*

Form B7: Proposed trainers, mentors and Project Team

B7-1: Proposed Team Structure

B7-2: Proposed Lead Trainers and Assistant Lead Trainers. Profile qualification and experience

B7-3: Proposed mentors and industry stalwarts for lectures/trainings

Form B8: International Partner for curriculum and certification

Form B9: Roles and Responsibilities of Consortium/JV Partners/Partnership (if applicable

B1. Technical Proposal Submission Form (to be submitted on BIDDER'S letter head)

[*Location, Date*]

To:
Secretary Committee,
Sindh Enterprise Development Fund,
1st Floor, Block B,
FTC Building, Shahra-e-Faisal,
Karachi
Tel: 021 99221584 - 88,
Email: info@sedf.gos.pk

Subject: Proposal Submission for **Hiring of consultant(s) for "Future-Ready Skills and Job Placement Initiative: Building Sindh's Digital Workforce" Digital Skills Training Program (DSTP), Program of Sindh Enterprise Development Fund (SEDF).**

We, [Your Company Name], hereby submit our proposal for the execution of the Future-Ready Skills and Job Placement Initiative: Building Sindh's Digital Workforce through Digital Skills Training program (DSTP) of the Sindh Enterprise Development Fund, in response to your Request for Proposal (RFP) dated [ADVERTISEMENT DATE].

Our submission includes both a Technical Proposal and a Financial Proposal, as outlined in the RFP.

We affirm that our Technical Proposal remains valid and binding, pending any necessary modifications resulting from potential contract negotiations. The validity period of our proposal is 90 calendar days from the advertisement date.

We acknowledge your prerogative to reject any proposal received.

Thank you for considering our proposal.

_____

Authorized Signature:
Name and Title of Signatory:
Name of Firm:
Address:

B2. Registered Age, Financial Position, and Profile of the Lead Bidder

S #	Criteria
1	**Profile of the lead bidder:** i. Registered age of Company (in years) -Duly verified from certificate of incorporation or equivalent. ii. Names of CEO/ Directors/ Partners iii. Profile of the Lead Bidder
2	i. Location of agency office/sub office ii. Number of branches and their contact numbers of main offices. iii. Total number of employees.
3	**Financial Position** i. Name of Banks ii. Certificate of Financial position ***(to be Issued by relevant Bank)*** iii. Copy of audited Annual Accounts (of last 3 years) iv. Tax Registration (NTN/STN/FTN) v. Proof of Net worth/Revenue of the Company

B3: Availability of adequate space and Infrastructure

1. High-speed internet, comfortable & conducive environment, climate control, electricity backups, audio-visual gears/facilities if needed, security, and ample lighting to enhance the learning environment.
    a. Internet Service Provider Name, Backup arrangement, Dedicate line or IP (dedicated or public), Ethernet connection at each desk and Speed in MBPs
    b. 3D Visualization (Optional): A three-dimensional (3D) visualization of the proposed space is encouraged to provide a more immersive understanding of the classroom/training centre. A detailed map clearly marking the physical location of the proposed classroom and centre. Annotations or overlays highlighting key landmarks or access points are recommended.
    c. Temperature Control solution, Humidity Management system, Ventilation in circulating fresh air throughout the training centre, Noise control etc.,
    d. Electricity backup arrangement to ensure uninterrupted electricity
    e. Physical security arrangement (security company name or other description to ensure ample arrangements for security. Other technological solution such as surveillance cameras.
2. Availability of Classrooms to accommodate 35 students per class
3. Latest technological assistance for instructors and students.
    a. Any technologies to foster interactive learning experiences.
    b. LMS to organize course material, track student progress, and facilitate online collaboration.
4. High end desktops and relevant infrastructure for trainees and instructors
    a. Desktop brand, generation, processor, Graphic card and storage and details of relevant infrastructure with brand and specs
5. Location (Convenience, accessibility and safety)
    a. Address, availability of public transport and upfront letter of consent for provision of space by landlord (Convenience, accessibility and safety)

B4: Relevant Experience of the firm/bidder

B4-1-: Experience in imparting physical trainings in ICT/programming languages.

Course Name	Physical address of training location	Number of Trainees	Course Duration	Year of Training	Contact details of client focal person (name, email ID and active mobile numbers)

Note: (Add rows if needed)
Attach proof against each training

B4-2: Number of trainees successfully completed training in the areas outlined in this document

Training Name and Year	Physical address of training location)	Course and instructor Name	Number of trainees completed the course	Contact details of client(name, email and active mobile numbers)

Note: Only those trainings will be considered whose documentary evidence is submitted.

Please submit documentary proof as well.
List of trainees is required against each program.
Training programs with irrelevant courses or executed earlier than January 2019 will not be considered

(Add rows in form where necessary.)

B4-3: Managing and running such program for government organization

Training program Name	Client Name (Please also mention contacts details of client focal person. Name, active mobile number and address.	Course and instructor Name	Number of trainees completed the course	Year of training Program.

Note:

Please submit documentary proof as well.

Only programs with 500 or more trainees successfully completing the course will be considered.

Training programs with irrelevant courses or executed earlier than January 2019 will not be considered

B4-4: Number of trainees graduated from the training program in programming languages

Training Name and Year	Physical address of training location)	Course and instructor Name	Number of trainees completed the course	Contact details of client(name, email and active mobile numbers)

Note: Only those trainings will be considered whose documentary evidence is submitted.

Please submit documentary proof as well.
List of trainees is required against each program.
Training programs with irrelevant courses or executed earlier than January 2019 will not be considered

B4-5: Experience of conducting soft skills training programs

Training Name and Year	Physical address of training location)	Course and instructor Name	Number of trainees completed the course	Contact details of client(name, email and active mobile numbers)

Note: Only those trainings will be considered whose documentary evidence is submitted.

Please submit documentary proof as well.
List of trainees is required against each program.
Only programs with at least 100 students will be considered for marking
Training programs with irrelevant courses or executed earlier than January 2019 will not be considered

B4-6: Job Placement after trainings

Training program Name	Placement Organization Name and address. Also provide contact details of focal person: Name, active mobile number, email and address.	Number of Trainees Placed	Contact Details of trainees. Active mobile and email	Year of training and Placement

Note:

Please submit documentary proof as well.

Training programs with irrelevant courses and executed earlier than January 2019 will not be considered

B4-7: International Partner

International Partner Name	Experience	Partnership Status (Active or Inactive) Attach proof	Localization of Curriculum

B5: Proposed Methodology

The proposed methodology to implement the project may include following but not limited to:

- Marketing and Outreach Plan (Advertisements, Promotions, branding etc.)
- Trainee Selection, training methodology, process and graduation criteria
- Ability to create partnerships with local and international IT companies and relevant organizations and upfront commitment to provide jobs to trainees upon successful completion of trainings and certain criteria
- Project design, understanding and execution methodology, Charter, Gantt Chart & Timelines, M & E Process, and Monitoring Mechanism & KPI's to assess the performance training program
- Etc.

B6. –Proposed Curriculum

Course Title	Duration (in hrs)	Key learning outcomes	Key course content	Justification	*Proposed Trainer

Note:

* Please submit **signed CVs** of proposed trainers for each course.

B7. Proposed Instructors, trainers and Project Team

B7-1: Proposed Team Structure

a) Place here the organizational chart of proposed team structure with roles & responsibilities of entire team
b) Proposed team structure justification (by designation)
c) Bidder is required to propose team according to the program requirements
d) Attach CVs of Proposed Team

(Why these resources are best fit for the position, detailed description,)

Suggested Positions by Bidders	Job Description	Position Justification	Available at present OR Will be engaged	Name of Proposed Person if available

B7-2: Proposed Lead Trainer, Assistant Trainer, profile, qualification and experience
Each CV must contain essential details such as the individual's name, contact information, qualifications, expertise in the subject matter, experience in delivering similar training, national and international exposure, relevant certifications, current job or role, and a signature confirming the accuracy of the provided information and consent to participate in the program.

All CVs must adhere to a unified format, ensuring consistency across all submissions. Each CV is limited to one page in size, maintaining brevity while providing essential details about the proposed instructors and trainers. This standardized approach facilitates efficient comparison and evaluation of candidates for the program.

Each CV must contain qualifications, core development experience from the industry, training experience and certifications. Minimum qualification for trainer is MS in Computer Science with bachelor's degree in similar discipline.

B7-3: Proposed mentors and industry stalwarts for lectures/trainings

Each CV must contain essential details such as the individual's name, contact information, qualifications, industry, current job or role, expertise in the subject matter, experience in delivering similar training, national and international exposure, relevant certifications, and a signature confirming the accuracy of the provided information and consent to participate in the program.

All CVs must adhere to a unified format, ensuring consistency across all submissions. Each CV is limited to one page in size, maintaining brevity while providing essential details about the proposed instructors and trainers. This standardized approach facilitates efficient comparison and evaluation of candidates for the program.

B8. –International Partner for curriculum and certification

International Curriculum Partner Name for each language/course	Curriculum Used by

	Certificate awarding body for each language/course
1	
2	
3	
4	
5	

B9. Roles and Responsibilities of Consortium/JV Partners/Partnership etc.

Applying As:

☐ Separate Legal Entity	☐ Consortium (Please attach relevant document)
☐ Joint Venture (Please attach relevant document)	☐ Partnership (Please attach relevant document)
☐ Other (Please specify & attach relevant document)	

Lead Partner Organization Details:

Name of Lead Partner:
Focal Person Name:
Contact Details (Telephone, Email and Postal Address)

Other Partner's Organization Details:

Partner 1:

Name of Partner:
Focal Person Name:
Contact Detail (Telephone, Email and Postal Address):
Roles and Responsibilities in the Project:

Partner 2:

Name of Partner:
Focal Person Name:
Contact Detail (Telephone, Email and Postal Address):
Roles and Responsibilities in the Project:

Partner 3:

Name of Partner:
Focal Person Name:
Contact Detail (Telephone, Email and Postal Address):
Roles and Responsibilities in the Project:

In case of more than three partners you may add further sheets.

Note: *Please attach consent letter of each partner clearly specifying its roles and responsibilities in the project. Letter should be issued by the competent authority of the partner organization. Letter should be signed and attested.*

Section 3 (B)

Financial Proposal **forms**

The Financial Proposal is to consist of the following:

b) Financial Proposal submission Form– Form C1
c) Summary of costs – Form C2
d) Breakdown of Major OPEX – Form C3
e) Breakdown of remuneration of proposed team members and instructors – Form C4

Note: The Bidder is required to specify its project management fee within the financial proposal, ensuring that it does not exceed 15% of the total project cost. However, Bidder reserves the flexibility to set its fee lower in order to maintain competitiveness within the market. This approach allows Bidder to adjust its pricing strategy while adhering to the prescribed limit, thereby maximizing its potential for securing the project contract.

By following the above guidelines and requirements, you can ensure your proposal is complete, well-organized, and evaluated fairly.

C1. – Financial Proposal Submission Form (On bidder's letter head)

[*Location, Date*]
To:
Secretary Committee,
Sindh Enterprise Development Fund,
1st Floor, Block B,
FTC Building, Shahra-e-Faisal,
Karachi
Tel: 021 99221584 - 88,
Email: info@sedf.gos.pk

Dear Sir,

We, the undersigned, offer to provide services for execution of Future-Ready Skills and Job Placement Initiative: **Hiring of consultant(s) for "Future-Ready Skills and Job Placement Initiative: Building Sindh's Digital Workforce" Digital Skills Training Program (DSTP), Program of Sindh Enterprise Development Fund (SEDF)** in accordance with your Request for Proposal dated [ADVERTISEMENT DATE] and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of [Amount in words and figures]. This amount is inclusive of all the local taxes, duties, fees, levies and other charges applicable on our company, our sub-contractors and collaborations under the Pakistani law.

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, which is 90 calendar days from the date of advertisement.

Yours sincerely,
Authorized Signature:
Name and Title of Signatory:
Name of Firm:
Address:

C2. – Summary of Costs

Particulars	Pak Rupees
CAPEX if any (inclusive of all applicable taxes)	
All OPEX, including management fee, monitoring and compliance budget (inclusive of all applicable taxes)	
Grand Total of Financial Proposal in PKR (inclusive of all applicable taxes)	

(**Note: Quoted Amount will be inclusive of all applicable taxes)**

C3. – Breakdown of Major OPEX

OPEX	Total
Utilities	
Dedicated Bandwidth	
HR Cost/Salaries of Management Team, Support Staff et	
Training Sessions Fee	
Marketing/Advertisements/ Outreach Plan/Branding	
Guest Speaker/mentor sessions	
Stipend for 800 trainees for three months @ PKR 25,000 one time inclusive of	
Traveling, Boarding, Lodging	
Equipment	
Certificates and licenses	
Professional Fee (Internal Audit, Legal, Tax, etc.)	
Contingencies	
Management Fee	
Monitoring and Compliance	
Any other items (Please specify)	
Sub Total OPEX	
Grand Total	

Note: Please provide detailed itemized breakup (including what kind of expenses will be charged to each sub head) of each OPEX head as mentioned in above. All amounts mentioned above in Form C3 should be in PKR and **inclusive of all applicable taxes**. Management fees should not be more than 15 % of the total budget.

C4. – Breakdown of Remuneration of proposed team members, Trainers and instructors

Names	Position	Duration in hours/week	Per Hour Rate (PKR)	Per month Gross (PKR)	Annual Gross (PKR)
Team					
1.	Project Director		-		
2.	Program Manager		-		
3.			-		
4.			-		
5.			-		
6.			-		
7.			-		
add rows			-		
add rows			-		
Instructors/Mentors/Trainers/Coaches etc.					
1.				-	-
2.				-	-
add rows				-	-
Grand Total					

Note: This remuneration should be based on the team proposed in Form B7.

Annexure A CONFLICT OF INTEREST - DISCLOSURE FORM

(To be printed on company's letterhead)

In compliance of the mandatory requirement mentioned in the RFP for execution of Future-Ready Skills and Job Placement Initiative: Building Sindh's Digital Workforce published by Sindh Enterprise Development Fund (*hereinafter 'SEDF or 'Company'*), I hereby confirm:

☐ I have no Conflict of Interest to disclose

☐ I have a potential Conflict of Interest to disclose, and the details are mentioned hereunder:

Summary Information			
Date Raised:		Reference No.:	

Personal Information			
Name:		Title/Designation:	
Contact No.:		Company:	

Nature of Conflict	
Description:	

I hereby affirm that the above details/disclosure are true to the best of my knowledge, and no additional information/disclosure exists.

In case of any change to the above given information/disclosure, I will promptly notify the Company and complete a new conflict of interest disclosure form which describes the changes.

Signature: _____

Date:

Annexure B DRAFT CONTRACT AGREEMENT

THIS CONTRACT AGREEMENT is made and entered this _____day of _____2025 ("the Agreement")

BY AND BETWEEN:

(Consultant's Name) _____incorporated under the laws of Pakistan with registered

office at, _____, referred to as **"Consultant".**

AND

Sindh Enterprise Development Fund (SEDF), a company incorporated under the section 42 of the Companies Act 2017 with its registered office at **1st floor Block-B, FTC Building, Shahrah e Faisal, Karachi** (hereinafter referred to as **"Client").**

_____**(Consultant)** and (Procuring Agency) SEDF shall collectively be referred to as "**Parties**" and individually as "as (Consultant) and "(SEDF) as Client/P. A" respectively or "Party".

Whereas _____ **(Consultant)** provides services mention as per RFP and contract Whereas Sindh Enterprise Development Fund (SEDF) is seeking to **hire consultant(s) to manage and execute the "Future-Ready Skills and Job Placement Initiative: Building Sindh's Digital Workforce" Digital Skills Training Program (DSTP), Program of Sindh Enterprise Development Fund (SEDF)**" The program aims to equip the youth of Sindh with in-demand digital skills, enhance their employability, and foster a thriving digital economy in the province. The consultants will be responsible for designing and delivering high-quality digital skills training, providing career counselling and job placement services, and ensuring the overall success of the program. The DSTP is a flagship initiative of SEDF, and we are committed to bridging the digital skills gap in Sindh, promoting entrepreneurship, and creating employment opportunities for the youth."

Whereas the purpose of the Agreement is to list down the items/conditions and obligations of the Agency to provide designing, content creation and social media management services on retainership basis to the Client, and the arrangement here under shall be referred to as the "Services".

It is agreed by and between the client and the Consultant as follows:

_____**/ impanelled shall provide the following services as required by SEDF:**

Terms of Reference (TORs)

Program Aim:

The program aims to spearhead the socio-economic transformation of Sindh by strategically nurturing 800 individuals with cutting-edge IT competencies tailored to meet the evolving demands of the global job market. By meticulously identifying and cultivating future-ready technical and soft skills, the initiative endeavours to empower the youth of Sindh, thereby fostering sustainable growth and development in the region. Through targeted training and facilitation of job placements with esteemed partner organizations, the program aspires to catalyze economic empowerment, thereby ensuring the competitiveness of the local workforce while simultaneously contributing to the broader vision of a digitally inclusive and prosperous Sindh.

Program Objectives:

- ✓ Developing Future Skills Framework through identifying the top technical and soft skills demanded in the IT industry.
- ✓ Training of 800 candidates with future-ready IT skills, thereby significantly contributing to the uplifting of the youth of Sindh.
- ✓ Economically empowering 70% of trainees through job placements with esteemed partner organizations, fostering sustainable growth and development.
- ✓ Promoting gender inclusivity within the program by actively encouraging female participation and providing targeted support to address barriers to entry and advancement in the IT field.
- ✓ Forging strategic partnerships with academic institutions and industry stakeholders to align training programs with industry needs, enhance curriculum relevance, and facilitate smoother transitions for graduates into the workforce.

Scope of Work detailed below, delineating the key components and activities integral to the successful execution of the program. While the Scope provides a structured framework, Bidders are encouraged to exercise their expertise and innovation by proposing additional components or approaches that they believe would enhance the efficacy and seamless implementation of the initiative. Such proposals should align with the primary objectives of the program, with a focus on maximizing impact and ensuring the holistic development and empowerment of the IT talent pool in Sindh.

Need Analysis and Future Skills Framework Development:

- ✓ Conduct a comprehensive need analysis of the IT industry landscape, including market research, stakeholder consultations, and surveys to identify the most sought-after technical skills.
- ✓ Engage key stakeholders from various sectors in the consultation process to ensure the robustness and relevance of the Future Skills Framework.
- ✓ Collaborate with government bodies such as the Ministry of IT & Telecom and the Pakistan Software Export Board (PSEB) to gain insights into national strategic objectives and industry priorities.
- ✓ Seek perspectives from industry associations like the Pakistan Software Houses Association (PASHA) to understand industry dynamics and emerging trends.
- ✓ Conduct focus group discussions (FGDs) with representatives from local and international IT companies to gather insights into specific workforce requirements and market trends.

- ✓ Collaborate with universities renowned for their Information and Communication Technology (ICT) programs to ensure alignment with academic offerings and industry demands.
- ✓ Develop a comprehensive Future Skills Framework outlining the top 5 highly demanded technical skills and essential soft skills such as communication, teamwork, critical thinking, time management, and problem-solving.
- ✓ Ensure that the Future Skills Framework serves as the guiding document for the training program, addressing the holistic needs of participants and aligning with industry expectations. By leveraging diverse stakeholders' expertise and perspectives, the Future Skills Framework will be objective-oriented, focused on meeting the evolving needs of the IT industry, and preparing participants for success in the workforce.

Talent Engagement Drive & Strategic Alliances:

- ✓ The Bidder will craft an engagement strategy to spark a trainee selection drive throughout Sindh. This initiative entails establishing connections with essential stakeholders through an extensive media campaign. A potent blend of modern and traditional outreach methods, including compelling social media initiatives, precise online advertising, and impactful community gatherings, will be deployed. Our goal is to attract local talent to the Program.
- ✓ Strategic alliances with pertinent organizations facilitating graduate job placements will be prominently featured across various social media platforms as an integral component of the training program's promotional and outreach endeavors. Harnessing the power of social media as an effective tool for storytelling and fostering community engagement, the training program aims to nurture a positive online presence and boost confidence among potential participants.

Competitive Selection Process:

- ✓ Initiate a robust registration phase through various channels such as newspaper advertisements, social media campaigns, and recruitment drives in educational institutes to invite interested applicants.
- ✓ Implement a thorough selection and shortlisting process based on pre-defined criteria established by the successful bidder in consultation with SEDF (Sindh Enterprise Development Fund).
- ✓ Set quotas to ensure diversity and inclusivity, allocating 40% of slots to candidates from rural Sindh areas and 60% to those from urban Sindh areas, with preference given to women, minorities, and differently abled individuals. While the overall selection will prioritize performance in tests and merit criteria to ensure the provision of jobs, merit will have an edge over the quota in all circumstances. Selection will only be finalized on a merit basis. Nonetheless, the best efforts will be made to fulfill the quota requirements as well.
- ✓ Implement an age-inclusive policy, allowing individuals of all ages to participate in the program. However, it is desirable that individuals between the age of 18 and 35 will be target in the outreach campaign.
- ✓ Trainees must hold a provincial domicile of Sindh and qualify through both the test and interview process. To ensure the submission of relevant applications, bidders may also specify a minimum qualification criterion for applicants. This will help attract candidates who meet the program's requirements and are best suited for the training.

- ✓ To ensure maximum participation it is advisable to provide an opportunity to candidates with a minimum qualification of HSSC or equivalent & above.
- ✓ Conduct written or computer-based assessments for at least 4,000 shortlisted applicants to determine their suitability for the program. The evaluation will be twofold: it will assess both the applicant's technical knowledge and their motivation to complete the training
- ✓ Design assessments/entry test that focus on both technical aptitude and essential soft skills to ensure selected candidates possess necessary capabilities for success.
- ✓ Ensure selection of 800 trainees on merit and according to the defined merit criteria.
- ✓ Ensure the selection of at least 160 trainees for each course, with contributions from Karachi, Sukkur, and Hyderabad reflecting regional demographics: 90 trainees from Karachi, 35 from Sukkur, and 35 from Hyderabad.
- ✓ It is highly desirable to maintain the selection distribution as outlined, adjustments may be made based on factors such as the number of applications received and students' performance in the selection tests. Additionally, modifications may be considered to optimize classroom capacity and resource utilization. However, any changes to the distribution must be approved by the Senior Management of Sindh Education and Development Foundation (SEDF). This ensures that alterations are made thoughtfully and in accordance with the program's objectives, maintaining fairness and transparency throughout the selection process.
- ✓ Form an interview panel comprising experts in technical and behavioral assessments as well as program designers to ensure alignment with the training curriculum.
- ✓ Carefully match applicants with relevant training programs based on their skills, interests, and career aspirations.
- ✓ Ensure transparency throughout the selection process to identify the most qualified applicants, fostering fairness and integrity.
- ✓ Implement a selection process that considers candidates' preferences for training center location, alongside additional criteria such as academic performance in examinations. This approach aims to allocate candidates to cities aligning with their preferences whenever feasible, while also optimizing the placement process by considering other relevant factors.
- ✓ Uphold transparency to attract the most suitable candidates for the program, thereby maintaining the program's reputation and effectiveness.

State of the art Training Center:

- ✓ Establish three training centers strategically located in Karachi, Sukkur, and Hyderabad to ensure accessibility for participants.
- ✓ State-of-the-art classrooms will be ensured for trainees, as the entire program will be conducted in physical classroom settings, equipped with all necessary facilities and backups to guarantee uninterrupted execution of lectures throughout the program's duration. These classrooms should be equipped with modern amenities such as audio-visual equipment, high-speed internet connectivity, comfortable seating arrangements, and adequate lighting to facilitate optimal learning experiences. Additionally, the bidder must have contingency plans in place to address any technical issues or emergencies promptly, ensuring minimal disruption to the lecture delivery process.
- ✓ Maximum up to 35 students are allowed in one classroom.

Comprehensive Learning Journey:

- ✓ The program's curriculum will be structured to provide participants with a comprehensive learning experience, balancing intensity with sustainability. With five hours dedicated to learning per day, five days a week, and spanning four weeks each month, participants can immerse themselves in the material while allowing for ample time to digest and apply new concepts. Over the course of three months, this schedule amounts to a total of 300 hours of instruction. It will not only ensure in-depth understanding but also flexibility for participants to manage their projects, studies, assignment, and assessments.
- ✓ Each set of languages requires 300 hours of training. This duration is divided into two parts: 80 hours for technical theory and 20 hours for soft skill and 200 hours for hands-on training. The practical training also involves working on the capstone project right from the start of the training.
- ✓ The trainings are required to be conducted physically in presence of Assistant trainers and trainees. Assistant Trainers is physically required full time during the currency of trainings. The Lead Trainers may impart trainings online. They should remain available (physical or online) for at least 100 hours during the course of the program. Assistant trainer is required to spearhead each training session with the ability to effectively explain technical aspects and complexities of the training. In a broader role, Trainers shall:
    - Facilitate technical training and execute training plans according to each user group and overall training goals.
    - Utilize a variety of instructional methods and media to achieve training objectives. Confirm the adoption of technical training from classroom to work practice.
    - Administers the overall training program, evaluate trainees' performance and Asst. Trainer's performance.
    - Provide mentorship to trainees with respect to current & future needs of programmers in the industry.
    - Monitor, evaluate, alter and manage the working of trainees through LMS. The Asst. Trainer is required to provide hands on training assistance to trainees under the directions of the Lead Trainer.
- ✓ The program integrates both hard-core technical skills and soft skills development, ensuring a holistic learning experience for participants. Rigorous assessments are conducted to evaluate proficiency in both areas, maintaining high standards of competency. Following this, successful candidates will be engaged in a three-month internship program, providing practical application opportunities to reinforce learning and enhance real-world problem-solving abilities. This combined approach not only equips participants with the technical prowess required in the IT industry but also cultivates essential interpersonal and professional skills essential for success in today's dynamic job market. Limit classroom sizes to a maximum of 35 trainees per class, in accordance with international best practices, for optimal learning outcomes.
- ✓ Bidders are mandated to prioritize timely completion of the project, taking into account factors such as public holidays and any other unavoidable interruptions. This entails meticulous planning and scheduling to accommodate such events without compromising project timelines.

- ✓ Structure class timings to align with candidates' attention spans, ensuring maximum effectiveness and engagement during training sessions.

- The overall duration of the program will span 15 months, comprising various phases. The initial **two months** will be allocated for conducting surveys, fostering collaborations, and finalizing course offerings. Following this, **one months** will be dedicated to branding activities, curriculum development, scheduling, engagement of instructors, and the selection of candidates. Subsequently, **three months** will be designated for course delivery, providing participants with essential skills and knowledge. A **three months** internship period will follow, allowing participants to gain practical experience and apply their learning. Finally, **six months** will be allocated for job placement activities, ensuring successful integration into the workforce. **(The consultant will provide job placement to candidates within 06 months of period)**.

Reporting Dashboard, Skill Assessment, and Training Videos

The bidder is expected to establish centralized and automated 360 reporting and dashboard systems to enable rapid and effective evaluation and feedback mechanisms. Moreover, they are mandated to design a Skill Assessment System for the comprehensive evaluation of candidates' hard and soft skills pertinent to expected job. Furthermore, the bidder must guarantee the accessibility of training recordings for trainees for a duration of at least 12 months following the conclusion of the training sessions.

Curriculum Development:

The curriculum proposal process would require bidders to follow the following steps:

Step 1:
Bidders are required to propose a tentative but comprehensive curriculum for the program while bidding, which in their view and knowledge fulfills the requirements of this transformational program. This outline will encompass program introduction, pre-requisite, topic, subtopics, duration, instructors, timing, learning outcome and justifications. The outlined curriculum is essential for gauging the bidder's ability to evaluate market skill dynamics and requirements and will carry weightage in the overall scoring of the bids

Step 2:
After the selection process is complete the project executioner will be required to assess market skill requirements using a thorough consultative process/approach which takes different industry/academia stakeholders onboard.

A carefully outlined curriculum is crucial for program success and will serve as a foundation upon which this initiative will thrive. A comprehensive and high-quality curriculum not only sets the stage for success but also ensures alignment with the overarching objectives of the initiative. It provides a clear roadmap for instructors and students, facilitating effective teaching and learning experiences. Moreover, it enables the program to adapt to evolving industry trends and technological advancements, ensuring relevance and competitiveness in the ever-changing landscape of the IT sector.

Instructors/Trainers:

Lead trainers must have at least 5 years of practical coding experience with relevant programming languages, a minimum of 16 years of formal education in a related discipline, and relevant experience in delivering training. Assistant trainers should have a minimum of 2 years of industry experience, 16 years of education in a relevant field, and experience in training delivery. Both roles require strong subject matter expertise and a proven track record in effectively imparting training.

The bidder is required to engage prominent instructors and trainers to deliver lectures, ensuring the successful execution of the program. These instructors/trainers should possess the requisite expertise and experience to effectively impart knowledge and skills to the participants, thereby enhancing the quality and impact of the training sessions. By securing the involvement of distinguished professionals, the bidder can contribute significantly to the overall success and effectiveness of the program.

Rigorous Assessments:

It is the responsibility of the successful bidder to conduct rigorous assessments, which will serve as a hallmark of the program. Trainees will undergo comprehensive evaluations aimed at gauging their understanding and proficiency in the core area. These assessments will ensure that trainees are thoroughly prepared to meet the demands of the IT industry, with formative assessments conducted throughout the course of the program to provide on-going feedback and support for trainees' continuous improvement.

A robust assessment system is required to be designed to measure trainee progress and ensure they graduate with the necessary skills and knowledge to excel in the IT industry. Assessments will go beyond simply testing content knowledge and delve into practical skills application. This comprehensive approach will serve as a hallmark of the program, providing valuable insights into trainee proficiency and ensuring they are well-equipped for success upon graduation.

Pre-Program Assessment:

- ✓ Bidder is required to establish a baseline understanding of each trainee's current knowledge and skills. Allowing bidder to tailor the learning experience to individual needs and identify areas where additional support may be beneficial.

Formative Assessments:

- ✓ Regular Skill-Based Challenges
- ✓ Weekly Quizzes and Knowledge Checks
- ✓ Peer Reviews and Collaboration

Summative Assessment:

- ✓ Comprehensive Capstone Project
- ✓ Final Exam

Portfolio Development:

- ✓ Trainees will compile a portfolio of their work throughout the program, including code snippets, project documentation, and reflections on their learning journey. This portfolio not only demonstrates

their acquired skills but also serves as a valuable tool for showcasing their abilities to potential employers.

Leveraging Feedback for Continuous Improvement:

- ✓ The assessment system will not be a one-way street. Trainee feedback on the assessments and program delivery will be actively solicited. This allows for program refinement and ensures the assessments remain relevant and effective in measuring trainee progress.

Retention Strategy:

- ✓ Ensure the successful completion of the program by 800 trainees, accounting for potential dropouts, through robust support systems and proactive measures.
- ✓ Offer incentives for completion milestones and provide ongoing motivation and encouragement to participants.
- ✓ To ensure inclusivity, retention and equal opportunity, the financial proposal should include a stipend budget of **PKR 25,000 (inclusive of tax)** for each trainee for a duration of three months.
- ✓ Create support systems, including mentorship programs and regular progress evaluations, to ensure trainees receive necessary assistance and guidance.
- ✓ Implement interventions tailored to address challenges faced by participants, with proactive measures to minimize dropout rates.

Industry Partnerships:

The bidder for the training program must establish strategic partnerships with relevant organizations such as Systems Limited, NETSOL Technologies, S&P Global Pakistan, Telenor Microfinance Bank, KeepTruckin, Arbisoft, Devsinc, 10Pearls, Folio3, Techlogix, NexaStack, Teradata, TRG Pakistan, Avanza Solutions, Contour Software, Naseeb Networks, and others to facilitate graduate job placement effectively. These partnerships will be crucial in ensuring that program participants have access to a diverse range of employment opportunities that align with their skills and career aspirations. By collaborating with a network of reputable companies and industry stakeholders, the bidder can leverage existing connections and resources to maximize job placement outcomes for graduates. Additionally, these partnerships can provide valuable insights into current industry needs and trends, allowing the training program to adapt and evolve to meet changing demands.

International Collaboration:

Bidders may submit proposals in collaboration with international partners and trainers to enhance the learning experience. This collaborative effort aims to provide trainees with exposure to diverse perspectives and best practices worldwide, thereby improving their skills and employability. It is important to note that this partnership is not only for earning marks in the technical evaluation but also for ensuring a visible role of the international partner in the execution of the program.

Mentorship, Career Support:

Successful bidder is required to develop mentorship program for trainees. Experienced professionals within the IT industry, including potential international mentors, will provide ongoing guidance and support to program trainees, helping them navigate their careers effectively.

On-the-Job Training, Placement and Certification:

- ✓ Organize three months long on-the-job training placement with partner organizations, preferably in Sindh, selected based on predetermined criteria to provide participants with practical experience and exposure to industry practices.
    - Over the next six months, coordinate efforts to place participants in relevant job roles aligned with their chosen program specialization, prioritizing placements in Sindh to foster connections with local industries and communities. **(The consultant will provide job placement to candidates within 06 months of the period)**.
- ✓ Ensure that participants are equipped with all necessary industry certifications and licenses to enhance their employability prospects by allocating budgetary resources specifically for obtaining these certifications.
- ✓ Facilitate the acquisition of industry certifications and licenses for participants, ensuring they are well-prepared to secure desirable positions within their respective fields.

Graduate Placement:

Job placement for program trainees will be facilitated within 6 months following the completion of their on-the-job training. In order to guarantee the longevity of placements and furnish participants with meaningful work exposure, employment agreements will be procured for a minimum tenure of 12 months, offering a minimum base salary starting from PKR 75,000/month. Moreover, job placements will be meticulously aligned with the courses attended by candidates, ensuring that their skills and expertise are directly applicable to their roles. Additionally, partnering companies must meet a minimum annual turnover threshold of at least 20 million and having at least 20 regular employees on their payroll, ensuring the stability and capacity of the employing organizations. This approach not only ensures that participants are placed in relevant and stable employment but also sets the foundation for long-term career growth and success within the IT industry.

Monitoring and Evaluation:

Program monitoring will be conducted consistently throughout the project's duration to assess its progress, performance, and outcomes, ensuring its successful execution. This monitoring process will operate across three distinct layers to provide comprehensive oversight. At the apex, the SEDF Governance Board will oversee the project's strategic direction, ensuring alignment with organizational goals and adherence to policies. The second layer involves key executives such as the CEO, CFO, and senior management team, who will monitor project operations, milestones, and project financial resources. Finally, to ensure continuous improvement and maximize program effectiveness, an experienced industry expert, with a proven track record in overseeing government funded project in the field of education, will be engaged from initiation for monitoring and compliance. Monitoring representative will conduct comprehensive assessments throughout project execution, providing valuable insights and recommendations for improvement across various program components and assist in proposal evaluation if required.

The bidder is also required to integrate a robust monitoring and evaluation (M&E) system as a crucial component of the project strategy. This system will entail regular assessments to monitor participants' skills development, track job placements, and evaluate career growth comprehensively.

Performance Evaluation:

Performance evaluation will be conducted consistently throughout the program to assess the progress and proficiency levels of both individual participants and the overall program. This evaluation will consider various factors including participant outcomes, program delivery, and stakeholder satisfaction. Regular feedback will be sought from trainees at predefined intervals to gauge the effectiveness of the program. By soliciting feedback from multiple stakeholders, the program can assess its performance objectively and make data-driven decisions to enhance its effectiveness and relevance. This continuous feedback loop ensures that the program remains responsive to evolving needs and maintains its commitment to delivering high-quality training outcomes.

Program & Graduates Branding:

The winning bidder will be assigned with the pivotal responsibility of formulating a detailed strategic framework aimed at transforming the project into a distinguished brand by utilizing various communication channels, placing particular emphasis on social media platforms, to magnify the narrative of success associated with the program's accomplishments in Sindh. This comprehensive approach will encompass the dissemination of compelling success stories, impactful testimonials, and data-driven insights, effectively positioning the program as a beacon of transformative change within the IT sector landscape.

Progress Reports:

Bidder is responsible for maintaining regular communication with SEDF and stakeholders by submitting both monthly and quarterly technical progress reports. The format of these reports will be collaboratively determined to ensure alignment with reporting standards. SEDF retains the right to request revisions until their approval is achieved, ensuring transparency and accuracy in reporting. Following project completion, bidder will compile a comprehensive project completion report, including individual progress reports for each trainee. Additionally, bidder will maintain records of all trainees and their progress for two years post-project completion and develop alumni portal. Quarterly progress reports will be submitted to SEDF during this period to provide updates on candidates' ongoing development and outcomes, facilitating sustained oversight and evaluation beyond the project's immediate implementation phase.

Freelancing Option:

Participants will have the option to explore freelancing opportunities upon completion of the program, provided they give an undertaking to adhere to specified guidelines.

Program Management:

The bidder entrusted with executing the program will assume full responsibility for comprehensive program management, carefully adhering to the policies delineated by the Sindh Enterprise Development Fund. This encompasses overseeing all logistical facets, including training venue management, resource allocation, and participant support services. Furthermore, the bidder will be tasked with ensuring regulatory compliance, regular reporting, and implementing robust monitoring and evaluation (M&E) mechanisms to track program progress effectively. Additionally, the bidder will implement rigorous risk management protocols to mitigate any potential challenges or disruptions that may arise during program execution. By scrupulously managing all aspects of the program, the bidder aims to deliver a seamless, high-quality training experience that maximizes participant satisfaction and achieves desired program outcomes.

Expected Outcomes:

Expected outcomes of the training program include facilitating the registration of 4000 eligible candidates, providing international-standard training to 800 individuals, and securing placements for at least 560 graduate trainees in IT companies with desired pay packages.

Key Performance Indicators and Measuring tools (KPIs):

Key Performance Indicators (KPIs) for the program encompass a range of metrics that assess its effectiveness and impact. These include:

Brand Recognition: Increase in program awareness and brand perception within the IT training sector of Sindh, measured through surveys and market analysis.

Candidate Registration: Achievement of the target of 4000 eligible candidates registered for the program, indicating strong demand and outreach effectiveness.

Selection Criteria: Review of the fairness and effectiveness of trainee selection processes, including diversity considerations and alignment with program objectives.
Curriculum Quality: Assessment of curriculum relevance, comprehensiveness, and alignment with industry needs, gauged through expert reviews and participant feedback.
Training Excellence: Evaluation of training quality based on participant feedback and performance metrics, ensuring adherence to international standards and industry relevance.
Skill Development: Assessment of participant skill growth through pre- and post-training evaluations, focusing on both technical proficiency and soft skills enhancement.
Placement Rate: Percentage of participants successfully placed in top-tier partner companies, reflecting the program's ability to connect trainees with high-quality employment opportunities.
Economic Impact: Measurement of the program's contribution to the economic empowerment of participants, including income levels post-placement and career advancement opportunities.
Quality of Partner Companies: Evaluation of partner company reputation, stability, and industry standing, ensuring trainees are placed in organizations that offer growth opportunities and a conducive work environment.
Program Efficiency: Monitoring of program timelines, budget utilization, and resource allocation to ensure efficient delivery and optimal use of resources.

To gauge the Key Performance Indicators (KPIs), the Sindh Education and Development Foundation (SEDF) will utilize a variety of tools and mediums, ensuring thorough assessment and well-informed decision-making. The preparation and filling of these tools will be the responsibility of the bidder. However, SEDF will actively provide feedback and monitor the process to ensure accuracy and alignment with program objectives.

- ✓ Brand awareness surveys, social media analytics platforms, and market analysis reports.
- ✓ Online registration systems, tracking software, and database analytics to monitor registration numbers and demographics.
- ✓ Participant feedback surveys, performance assessments, and curriculum alignment audits conducted by industry experts.
- ✓ Pre- and post-training assessments, skills gap analyses, and competency frameworks to measure skill growth and development.
- ✓ Post-placement income tracking, career progression surveys, and economic impact assessments to evaluate the program's contribution to participants' economic empowerment.
- ✓ Partner company evaluations, reputation assessments, and employer satisfaction surveys to ensure trainees are placed in reputable and supportive organizations.
- ✓ Curriculum reviews by subject matter experts, industry stakeholder consultations, and participant satisfaction surveys to gauge curriculum relevance and effectiveness.

By leveraging these tools, SEDF can systematically evaluate program performance, identify areas for improvement, and make data-driven decisions to enhance the program's impact and effectiveness.
SEDF will finalize the program Key Performance Indicators (KPIs), and payments will be contingent upon the successful completion of these and other agreed KPIs, along with the submission of due deliverables, placement of trainees, and reports, and their subsequent approvals. This approach ensures that payments are tied to the achievement of predefined performance metrics and the satisfactory delivery of required outputs

and documentation. Adherence to these guidelines will facilitate transparent accountability and alignment with project objectives, promoting effective monitoring and evaluation of program outcomes.

Proactive Risk Management for Project Success:

Project Risk Management:

Bidder and SEDF team will develop comprehensive risk management plan encompassing risk identification, assessment, mitigation, monitoring, and control. Internal & external risks will be identified and categorized, with an emphasis on their potential impact on project objectives. Mitigation strategies will be developed to address high-priority risks, and contingency plans will be formulated for those that cannot be fully mitigated. Continuous monitoring and regular review meetings will ensure the effectiveness of mitigation measures, while contingency reserves will be allocated to cover unforeseen costs. A robust communication plan will facilitate stakeholder engagement and reporting, fostering transparency and accountability throughout the project lifecycle. This plan will be a cornerstone of ensuring project success and will encompass the following key elements:

Comprehensive Risk Identification and Assessment:

- ✓ The Bidder will proactively identify both internal and external risks that could potentially derail project objectives. These risks will be categorized and meticulously assessed based on their likelihood of occurrence and potential impact on the project.

Targeted Mitigation Strategies:

- ✓ For high-priority risks, the team will develop effective mitigation strategies to minimize their impact or prevent them from occurring altogether.
- ✓ This proactive approach safeguards project timelines, budget, and overall objectives.

Contingency Plans for Unforeseen Events:

- ✓ For risks deemed difficult or impossible to fully mitigate, the team will formulate contingency plans. These plans outline alternative courses of action to navigate unforeseen circumstances with minimal disruption.

Continuous Monitoring and Adjustments:

- ✓ The risk management plan is not a static document. The team will continuously monitor identified risks and the effectiveness of mitigation strategies.

Regular review meetings will be held to assess the evolving risk landscape and make necessary adjustments to the plan.

General Conditions of Contract:

11. CONTRACT COMPONENT AND ALL INCLUSIVENESS:	• This Agreement supersedes any previous understanding, agreements, verbal or otherwise, between the above two parties. • The Agreement shall become effective upon signing and shall remain valid until both parties have fulfilled their obligations and the tasks are completed. • Within fifteen (15) days after the issue of the Letter of Award, the Contractor is required to sign the Agreement in the prescribed format, with agreed modifications.
12. RULING DATES AND VALIDITY/DURATION:	• The commencement date of work will be determined by the PROCURING AGENCY'S REPRESENTATIVE, considering the actual date of commencement of services by the CONTRACTOR as defined in the scope of work.
13. AGREEMENT OF CONTRACT	The PROCURING AGENCY'S REPRESENTATIVE may issue binding directives to: 2. Increase or decrease the quantity of work/services included in the CONTRACT. 3. Omit any such work/services. 4. Change the character, quality, or kind of any such work/services. 5. Execute additional work/services ancillary to the works/services.
14. COMMENCEMENT OF WORK	• Unless otherwise stated, work shall commence as per directives issued by the PROCURING AGENCY'S REPRESENTATIVE
15. ALTERATIONS. ADDITIONS AND OMISSIONS	The CONTRACTOR shall make arrangements for all manpower/staff and conform to applicable laws and regulations, including those enacted after the contract date. • The Service provider is required to transport the required services to a specified place of final destination within the purchaser's place define as project site or as required by the procuring agency **(SEDF)** and all the related cost shall be included in the Contract price

16. STTLEMENT OF DISPUTES AND DIFFERENCES	• Disputes shall be referred to arbitration under the Arbitration Act 1940. • Parties will appoint a single arbitrator or two arbitrators (one from each party), who will appoint an umpire. • Arbitration is a condition precedent to any legal action. The venue for arbitration shall be Karachi.
17. NOTICES	• Any notice given by one party to the other pursuant to the Contract shall be in writing to the address specified in the tender documents. The term •in Writing• means communicated in Written form with proof of receipt • Note is effective when delivered or on the notice's effective date. whichever is later. All notices shall be delivered by hand, registered mail, courier. Notices will be considered received: • **Immediately** if delivered by hand. • **Four business days** if sent by registered mail. • **Two business days** if sent by courier. **Address for Notices:** • Consultant: _____ • **Client:** 1st Floor, Block-B, F.T.C. Buildi Shahrah-e-Faisal, Karachi
18. CONTRACT PRICE	• Prices charged for services under the Contract shall not vary from those quoted in the submitted bidding documents. • The submitted quoted price will be inclusive of all applicable taxes.
19. PERFORMANCE SECURITY	• Performance Security /Bank Guarantee shall be 5%
20. SUPERVISION OR SURVEILLANCE	• Representative of Procuring Agency or his nominee shall inspect the procured goods/ Services and ensure that it meets the requirements and needs.
16. GOVERNING LAWS	• The Client and the Consultant shall comply with all statutory regulations. This agreement will be subject to Sindh jurisdiction.

18. PAYMENT TERMS & CONDITIONS	• Contract Award to the successful bidder/Consultant **20% payment will be released** • After the constitution of focus group and finalization of Course Programs **10% payment will be released** • Execution of the Program (Testing & Marketing by Consultant) **10% payment will be released** • Completion of Courses, **40% payment will be released including stipend** • After the report of Employability of the candidates through this program, P.A will release the **20% of remaining payment**
19. MODIFICATION IN TERMS	• Any changes in terms and conditions shall only be valid if recorded in writing and signed by the authorized officials of both parties
20. AUTHORIZED REPRESENTATIVES	• Each party shall nominate authorized representatives whose specimen signatures will be recorded for verification. Either party may replace its representative by providing written notice.

		From the SEDF
Name		Mr. Khizar Pervaiz
Designation		Chief Executive Officer, SEDF
Email I. D		Khizar.pervaiz@sedf.gos.pk info@sedf.gos.pk
Contact No#		+92-21-99225186-88
Signatures & official Stamp		

IN WITNESS WHEREOF the parties hereto have executed this Contract / Agreement in duplicate through their respective duly authorized officials on the day, month and year hereinabove mentioned

SIGNATORIES:

		Sindh Enterprise Development Fund (SEDF)
Name		Mr. Khizar Pervaiz

Designation		Chief Executive Officer
Signatures & Official Stamp		

***WITNESSES**:*

Witness-I		**Sindh Enterprise Development Fund (SEDF)**
Name		
CNIC #		
Signatures		
Witness-II		**Sindh Enterprise Development Fund (SEDF)**
Name		
CNIC #		
Signatures		

Annexure "C" INTEGRITY PACT

DECLARATION OF FEES, COMMISSIONS AND BROKERAGE ETC.PAYABLE BY THE SERVICE PROVIDERS/CONTRACTORS OF SERVICES, SERVICES & WORKS

Contract/Tender No._____Dated: _____

Contract Value: _____ Contract Title:_____

The **(Name of Consultant)** _____**.** hereby declares its intention not to obtain or induce the procurement of any contract, right, interest, privilege or other obligation or benefit from the Government of Sindh or any administrative subdivision or agency thereof or any other entity owned or controlled by it through any corrupt business practice.

Without limiting the generality of the foregoing**, (Name of Consultant)** _____**.** represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or including the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GOS, except that which has been expressly declared pursuant hereto.

(Name of Consultant) _____**.** certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction With GOS and has not taken any action or will not take any action to circumvent the above declaration, representation, or warranty.

(Name of Consultant) _____**.** accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts, or taking any action likely to defeat the purpose of this declaration, representation, and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as previously mentioned shall, without prejudice to any other right and remedies available to GOS under any law, contract, or other instrument, be voidable at the option of GOS.

Notwithstanding any rights and remedies exercised by GOS in this regard, **(Name of Consultant)** _____**.** agrees to indemnify GOS for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GOS in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder's fee or kickback given by [the Seller/Service Provider/Contractor as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GOS.

Name of Buyer: Sindh Enterprise Development Fund Signature: _____ (Seal)

Name of Seller/Supplier: _____. Signature: _____ (Seal)