



Program Guidelines Version-XIII

Operational Manual Benazir Bhutto Shaheed Human Resource Research & Development Board



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Contributors

- i. Training Wing
- ii. Research, Development, Employment & Curriculum Wing

Preface

Operational manual or Program Guidelines (PGL) version XIII provides broad operational guidelines to the Board for overall and training specific operations. Each section of these guidelines is to refine the stakeholder's approach towards implementation of the training program and to achieve the objectives.

This document should be viewed as general and training specific guidelines. It helps the persons, responsible for implementation the training program, and the readers to understand and follow the instructions while working with the Board. These include officers of the Board, consultants of the Board, trainees, contracted training providers and consultants etc.

The purpose of this document is to promote proper implementation and have uniform practices by all its users. It has been divided into sections under specific heads for easy reference. It provides clear guidance. It is expected that this document will not only be a source of information for the stakeholders, but their suggestions/feedback will also help to improve it further. The Program Guidelines is periodically reviewed and revised in order to meet the ever-changing training program requirements.

This operational manual is not training phase specific. Amendments in this document can be made, if required, with the approval of the Board.

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Annexure are available in Booklet of Annexure as per the order mentioned in this Guideline Please visit [folder-Booklet of Annexure to PGL-XIII] <https://bbshrrdb.sindh.gov.pk/training-bbshrrdb>

Abbreviations

BBSHRRDB	Benazir Bhutto Shaheed Human Resource Research Development Board
BBSYDP	Benazir Bhutto Shaheed Youth Development Program
DA	Dislocation Allowance
DC	Deputy Commissioner
DCC	District Coordination Committee
DMC	District Monitoring Coordinator
DMCe	Departmental Monitoring Committee
DPP	District Placement Plan
EFR	Education for All
EMDG	Education Millennium Development Goals
EOI	Expression of Interest
ESR	Education Sector Reforms
FFM	Fund Flow Mechanism
MIS	Management Information System
HEC	Higher Education Commission
HRD	Human Resource Development
ILO	International Labor Organization
MoU	Memorandum of Understanding
MPR	Monthly Progress Report
NAM	New Accounting Module
NEP	National Education Policy
OJT	On Job Training
PC	Provincial Coordinator
PD	Project Director
PFT	Proposal for Training
PGL	Program Guideline

PMU	Project Management Unit
PNC	Pakistan Nursing Council
PRSP	Poverty Reduction Strategy Papers
PS	Public Sector
PSTW	Private Sector
RC	Regional Consultants
RCC	Regional Coordination Committee
RFP	Request for Proposal
SBTE	Sindh Board of Technical Education
SMF	Sindh Medical Faculty
SOE	Summary of Expenditure
SPPRA	Sindh Public Procurement Regulatory Authority
TNA	Training Needs Assessment
TTB	Trade Testing Board
TW	Training Wing

Section-I

About Board

This section includes:

- I.1. Introduction
- I.2. Structure of the Board
- I.3. Vision
- I.4. Mission
- I.5. Objectives

Terms used in this section can be found in Abbreviations

I.1 Introduction

I.1.1 The Government of Sindh launched mega initiative of skill development program titled Benazir Bhutto Shaheed Youth Development Program (BBSYDP) in 2008. It was aimed at addressing twin issues of un-employment and poverty through skill development trainings; specifically directed for local and international industrial projects and sectors.

I.1.2 The Program successfully trained thousands of unemployed youth in various market demand and employable trades without any discrimination. In recognition thereof, the international organizations, like World Bank and UNICEF have jointly ventured with their grants, loans and aid programs. Viewing its role in reducing ratio of unemployment, the Government of Sindh decided to give BBSYDP a permanent structure.

I.1.3 The provincial assembly of Sindh passed Benazir Bhutto Shaheed Human Resource Research and Development Board [BBSHRRDB] Act in 2013 which converted BBSYDP into Board. It marked a watershed moment in the history of the province of Sindh. It established a permanent structure within folds of Government of Sindh with comprehensive and long-term vision to continue addressing the twin issues of poverty and un-employment through Human Resource Development in the province of Sindh to maintain a robust economy.

I.2 Structure of the Board

I.2.1 The Board has its own Chairperson whereas the Secretary is its Chief Executive. The members of the Board represent Chamber of Commerce & Industry, SITE Associations, eminent industrialists and public sector.

I.2.2 The head office of the Board is located at Karachi. The Board has field offices almost in each district of the province of Sindh. The Board keeps close liaison with the potential employers, industrialists and consultants etc for their valuable input to achieve its vision and objectives.

I.3 Vision

Skilled and Constructive youth, shaping a peaceful, prosperous and strong Pakistan.

I.3.1 Vision (Short-term)

I.3.1.1 Semi-literate and educated youth provided employable skills and certification to meet the demand of local and international markets,

I.3.1.2 Maximum available training institutes of Sindh Government activated and equipped to provide required training.

I.3.1.3 Establishment of coordination between Private and Public Sector,

I.3.1.4 Public awareness of importance of skill development and technical and vocational education at grass roots level,

I.3.2 Vision (Long-term)

I.3.2.1 Quality of Human resource improved (skilled and disciplined),

I.3.2.2 Trained manpower export to international markets,

I.3.2.3 Earning capacity of semi-literate and educated youth enhanced,

I.3.2.4 Reward of education recognized by a majority of urban and rural population,

I.3.2.5 Public & Private Sector Centre of excellence for vocational training formed in Sindh,

I.3.2.6 Foreign donors attracted to the program.

I.4 Mission

I.4.1 Addressing twin issues of un-employment and poverty through skill development by imparting trainings in employable skills and by enabling them to get decent employment.

I.5 Objectives

I.5.1 To train youth in Sindh with employable skills through public and private sector training streams,

I.5.2 To meet local and international, present and upcoming industry, projects and sectorial human resource requirements,

I.5.3 To address poverty in rural and urban areas with special emphasis on gender equality,

I.5.4 To conduct periodic survey to check whether it meets the regional, national, international job market and certification requirements,

I.5.5 To train human resources in Sindh to cater to the needs of public and private sector in local and international markets,

I.5.6 To provide stipend to various categories of unemployed youth, with a view to support them with income during training,

I.5.7 To provide quality trainings and certification to unemployed youth through technical and professional institutes and “On-Job training” by the public and private sector to increase their employability,

I.5.8 To provide linkage to the trained manpower to the local and international job market and explore self-employment opportunities,

I.5.9 To encourage the industry to comply with Apprenticeship Ordinance 1962 and its rules/regulation 1966. Propose amendments/changes to make it applicable to present industry projects and sectors requirements.

Section-II

Program Implementation

This section includes:

- II.1. Board-The Apex Body
- II.2. Procurement Committee
- II.3. Training Wing
- II.4. District Monitoring Coordinator and District Monitoring Unit
- II.5. Program Officers
- II.6. Regional/ Divisional Coordination Committee
- II.7. District Coordination Committee

Terms used in this section can be found in Abbreviations

II.1 Board-The Apex Body

II.1.1 The BBSHRADB is the apex policy formulation body headed by Chairperson-

II.1.2 The Board has to provide the leadership and guidance to steer the Program activities.

II.2 Procurement Committee

II.2.1 **Procurement Committee(s) shall be responsible for;**

II.2.1.1 Preparing and/or Reviewing bidding documents

II.2.1.2 Carrying out technical as well as financial evaluation of the bids;

II.2.1.3 Preparing evaluation report as provided in Rule 45-Sindh Public Procurement Regulatory Authority;

II.2.1.4 Making recommendations for the award of contract to the competent authority;
and

II.2.1.5 Perform any other function ancillary and incidental to the above.

II.3 Training Wing

- II.3.1 The TW is a branch of the Board. It executes training program through two streams i.e. Public Sector Wing and Private Sector Wing. Former deals with the training institutes of public sector entities and later contracts with private sector training institutes/organizations.
- II.3.2 The TW functions under direct control of Director (Training) who supervises and monitors the offices of Deputy Director (Private and Public Sector Trainings), Program Officers (POs) and District Monitoring Coordinators (DMCs) the overall responsibility of implementation, execution, monitoring of skill development trainings from its/ there inception till completion lies with the Director (Training). All field officers and officers in PCU, related to training will report to the office of Director (Training)
- II.3.3 TW shall also ensure the quality, upgradation, diversification of trades/trainings by utilizing research section and by organizing seminars, symposia, workshops and conferences. To mobilize general; public and to motivate the stakeholders, training wing will take all such initiatives as and when required/proposed by the Board.
- II.3.4 TW will also supervise and guide accounts section in the process of arranging and managing funds/budget for the trainings
- II.3.5 Administrative section while making transfers and posting of staff of head office and in the field shall consult training wing in order to make the monitoring and coordination mechanism more transparent and effective.
- II.3.6 TW shall arrange and supervise the movement of field staff including the meetings in the field and the headquarters as well. PO, DMCs and lower staff will inform about the intra district, inter district and district to HQ movement in advance to the Director-Training
- II.3.7 TW in coordination with admin section will ensure the placing of transport and other operational requirements of the field staff as per rules and law.

II.4 District Monitoring Coordinator and District Monitoring Unit

- II.4.1 DMC in his overall duties and responsibilities will be accountable to Secretary of the Board and the Director- Training. DMC will report to respective PO in all reports relating to training institutes. DMC is responsible to carry out all activities and functions of the Board in the district. Director Training and Secretary of the Board may assign any additional duty or task to DMU as and when required under the law and rules
- II.4.2 DMC will prepare weekly and monthly activity plan and will submit the same to the Director Training in advance. No leave will be availed, and no expenditure will be incurred by the DMUs without prior approval of the head office.
- II.4.3 DMC will regularly monitor the duties and performance of the staff of DMU and will furnish the report to the head office at the end of each month. DMC will not grant any leave to the staff of DMU for more than three (03) consecutive days without seeking approval of the head office.
- II.4.4 DMC will immediately report to the head office any irregularity or violation of the contract or directives of the Board, on part of the service provider or any staff of the DMU

II.5 Program Officers

- II.5.1 Processing the files of payment to the institutes, completion of legal/codal obligation by the service providers and submission and evaluation of monitoring reports of the DMCs, will be the core responsibilities of the Program Officers. Preferably, PO will approach the service provider through DMU/DMC and will avoid direct contact with the service provider unless required by the head office or by the compelling circumstances.
- II.5.2 PO is the custodian of record of trainings and service providers and shall update to keep track of the files, at all stages.
- II.5.3 PO in coordination with procurement section will ensure the timely submission of required registration certificates and documents by the service providers and the verification of the same by relevant certificate awarding body
- II.5.4 PO will be responsible for the generation of sheets for the training cost and stipend in coordination with FMIS
- II.5.5 PO will be responsible for any mistake in the calculation of amount payable to the service provider or trainee or any shortcoming in the maintenance of record.

II.6 Regional/ Divisional Coordination Committee

II.6.1 The TW through field officers will develop and activate linkages with the respective administrative division of Sindh and other stakeholders in private and public sector. Director (Training) will ensure constant, effective and meaningful coordination with the administration, academia and civil society at provincial, regional, national and international levels for the effective and smooth functioning of the Program.

II.7 District Coordination Committee

II.7.1 The TW will also ensure effective and progressive functioning of DCC by establishing effective coordination with the district authorities and lateral partners.

Section-III

Reports and Monitoring & Evaluation

This section includes:

- III.1. Parameters for Eligibility of Training Institute
- III.2. Categorization and Grading of Training Institutes
- III.3. Key Performance Indicators
- III.4. Monitoring and Validation
- III.5. Feedback on Training (Trainee and Public Sector)

Terms used in this section can be found in Abbreviations

III.1 Parameters for Eligibility of Training Institute

III.1.1 Training institutes/ organizations that have a vision to provide vocational education/skill development training under the Board must ensure quality, credibility and sustenance, to become eligible to submit their proposals. This includes, but not limited to the following:

III.1.1.1 Affiliation of Training Institute-

A training institute must be accredited/affiliated with a certificate awarding body of the public sector to be able to award certificate to the qualified trainees. It increases the value of a trainee in the market.

III.1.1.2 Infrastructure-

Training Institute's infrastructure, including classroom and workshops/laboratories, needed to conduct training in an offered trade, must be in conformity with the requirements of the approved/accredited curriculum.

III.1.1.3 Proximity to Public Transport-

The training institute must be located near the bus stop or it has easy access to transport. It will facilitate a trainee to reach training institute without any difficulty. It will also ensure attendance of the trainee during the training session.

III.1.1.4 Relevant Experience and Past Performance-

The fundamental parameter for the selection of training institute is the quality experience in a offered trade. The past performance not only reflects training institutes' ability to deliver better outcomes but also helps ensure to filter out training institutes that do not perform, and it is especially important in high risk, complex acquisitions.

III.1.1.5 Training Manual and Curriculum-

The training institute is required to make the training manual and curriculum available to all the trainees. The training manual/curriculum should comply with the certificate awarding body's standards.

III.1.1.6 Tutors Potential-

This is one of the significant parameters that requires that the trainers are trained and certified as per the requirements laid down by the certification entity.

III.1.1.7 Placement Cell-

The training institute/organization needs to ensure that necessary employment/placement-related facilitation is provided to the trainees by deputing placement personnel at the institute, who are linked with industry and keep themselves abreast with the developments in industry.

III.1.1.8 Self-Employment Facilitation-

This requires ToT in know about business/self-employment, wherein at least one trainer should be certified in entrepreneurship by ILO or any other accredited entity

III.2 Categorization and Grading of Training Institutes

III.2.1 It is a mechanism by which an institute (formal, non-formal and educational) is selected to impart the skill development training. It provides a benchmark based on pre-defined parameters for comparison amongst various institutes and trades offered.

III.2.2 Training institutes have been classified into specific categories, elaborated below. The method of selection of each training institute involves certain parameters within each category forming a grading metrics. The total score for each category is 100.

III.2.2.1 Category A:

Formal technical and vocational training institutes (administered by federal, provincial and private agencies) or large public-sector organizations having requisite infrastructure in Sindh, that specifically imparts education and training to prepare individual for the world of work

III.2.2.2 Category B:

Industries having their own Units and own captive Manpower requirements. Such industries should be involved in any of the industry sectors that have most employment opportunities

III.2.2.3 Category C:

Professional and Educational Institution under government or private administration having the required infrastructure to undertake the skill development training programme. Such institutions should have the approval of the competent authority for running the existing professional/ educational courses in their respective fields. Separate wings/sections or departments are not allowed to apply individually. Degree awarding institutes fall under this category

III.2.2.4 Category D

Large or medium scale public or private sector institutes¹ not possessing authority to award degree and require affiliation with relevant certificate awarding body

III.2.2.5 Category E:

Small-scale privately-owned training institutes. Such training institutes must be registered/ affiliated/accredited with a certificate awarding body and should have requisite training infrastructure (owned / leased / rented) in Sindh

Qualified Institute will be graded according to technical score obtained as under:

- A-1 Grading: 90 and above marks
- A Grading: 80-89 marks
- B Grading: 70-79 marks
- C Grading: 60-69 marks

Grades shall be awarded based on the parameters at para III.1 of this section following marking key at Appendix-A.

¹ *All institutes come under this category but the ones that falls under category E*

III.3 Key Performance Indicators

III.3.1 Key Performance Indicators include successful achievement of goals/milestones at each and every stage and at the completion of training phase. All criteria and milestones for PCU are;

III.3.1.1 Timely procurement of contracts for trainings

III.3.1.2 Effective and fool proof baseline survey, efficient technical and financial evaluation of bidders as per SPPRA 2010

III.3.1.3 Commencement of training as per timelines given in implementation plan

III.3.1.4 Effective and meaningful monitoring of and coordination at District and institute level preceding every chance of violation or irregularity any stage

III.3.1.5 IT wing will ensure timely and online registration, management and updating web portal, NADRA verification within 45 days of training, dashboard for service providers, generating of cost and stipend sheets, placement of trainees, maintaining database, uploading PMRs etc.

III.3.1.6 POs have to establish close liaison with DMC and ensure effective updating of data relating to payments and training progress and compliance by DMC and service providers

III.3.1.7 PO is responsible to keep the track of files and all such documents pertaining to service providers and DMCs

III.3.1.8 PO in coordination with accounts section has to ensure timely payment to service providers and trainees

III.3.1.9 DMC is the main representative of the Board in the district. DMC has to keep liaison with the service provider and the PO continuously and without any gap in the process from commencement of training to completion and then employment facilitation and till validation of the trainings

III.3.1.10 DMC has no role in baseline survey

III.4 Monitoring and Validation

III.4.1 The Board may devise any mechanism for the validation of performance of service providers as per provisions of the contract; such mechanism may be to engage academia, firms or any organization engaged in activities relating to the validation activities. The students of academia related to such disciplines in respect of monitoring and validation may be involved in the validation exercise by offering them honorarium and preliminary training prior to the task

III.4.2 The Board may decide to require public sector organization to apply for the training program through RFP/competitive bidding. In such case, all the provisions of the contracts so designed will be binding on the public sector organizations as applicable in private sector

III.4.3 Monitoring and evaluation are implemented as per parameters mentioned in the below table:

Monitoring & Evaluation (M&E) for Training Wing

Types of Reports	Responsibility	Timeline/Frequency	Reviewed/ Approved by
Baseline Reports	Head Office	After the opening of technical proposals	Procurement Committee/Board
Contract	Head Office to Prepare and sign and training provider to sign	Immediately after combined evaluation as per SPPR	Procurement
Authentication Certificate	PSTP	Before start of training	Program Officer
Training Plan	PSTP	Before start of training	Program Officer
Confirmation of Account Opening	PSTP	Within one (01) month of training commencement	Program Officer
Monthly Attendance Report (Hard Copy)	PSTP	Monthly	Program Officer
Test Results	PSTP	Monthly	Program Officer & Deputy Director/ Director (Training)

Types of Reports	Responsibility	Timeline/Frequency	Reviewed/ Approved by
List of Trainees Registered with Certifying Agency	PSTP	Before completion of 50% curriculum	Program Officer
Report on Career Guidance and Counselling	PSTP	With completion of 75% curriculum	Program Officer
Course Completion Report (Summary)	PSTP	Immediately after training completion	Program officer/Director (Training)
Course Completion Report (Employment Facilitation Status)	PSTP	Within three (03) months of training completion	Program officer/Director (Training)
Report on Certification Ceremony	PSTP	Within three (03) months of training completion	Program Officer
Program Monitoring Report (PMR)	Representative of Training Wing	Random (at least three (03) visits in a month of each training facility)	Program Officer/ M & E Officer
Training Validation Report	Per agreed mechanism	Completion of training	Procurement Committee
Impact Assessment	Per agreed mechanism	Once every three (03) years	Procurement Committee

III.5 Feedback on Training

III.5.1 Trainees will be encouraged to send “Feedback Form” to TW within 2 months after completion of training. All training partners of public and Private sectors conducting training under the program will maintain contact details of all the trainees’ contacts. i-e address and cell number.

Section-IV

Procurement and Contract Administration

This section includes:

- IV.1. Introduction
- IV.2. Blacklisting of Training Provider / Institute

Terms used in this section can be found in Abbreviations

IV.1 Introduction

- IV.1.1 The Board shall notify Procurement Committee for all the procurements in the light of relevant SPPR 2010
- IV.1.2 Such procurement committee will function under SPPRA for both the technical and financial evaluation of bids
- IV.1.3 The annual determination and revision of rates for training cost and stipend will be the job of procurement committee with the approval of the Board, considering the market rates
- IV.1.4 The rates of training cost and stipend will be determined on the basis of duration of training and the grade of the service provider in addition to the market consideration
- IV.1.5 Every service provider will be required to submit performance security i-e 5 % of the total cost in shape of pay order at the time of signing of contract. Such performance security will be deposited in a separate account opened for the purpose
- IV.1.6 Program Officers at PCU level are to administer the contracts and ensure that all the contractual formalities are fulfilled in letter and spirit as per the Rules and provisions of the Contract.

IV.2 Blacklisting of Training Partner / Institute

- IV.2.1 Training Partner/ Institute will be blacklisted as per criteria provided in Sindh Public Procurement Rules 2010. Moreover, following parameters shall also cause blacklisting of Training Partner / Institute.
- IV.2.2 Replacement or engagement of unqualified tutors and without prior intimation to TW.
- IV.2.3 Fails to furnish reports as per the provisions of the Contract/Memorandum of Understanding.
- IV.2.4 Fake attendance and failure to prove forward linkages before the completion of training program,
- IV.2.5 Subletting of training program,
- IV.2.6 Breach of Agreement or Memorandum of Understanding (MoU),
- IV.2.7 Fails to provide at least 20% (public sector) and 40% (private sector) employment facilitation to Board graduates.
- IV.2.8 Takes a part or complete stipend of the trainee through any means.
- IV.2.9 The service provider once blacklisted, especially for a minor cause will not be entitled to sign a contract for at least one subsequent batch and will have to satisfy Procuring Agency for not recommitting the same cause of action.
- IV.2.10 Service provider blacklisted for a major cause or repeatedly committing the same minor cause will be permanently barred from signing any contract
- IV.2.11 Any service provider/consultant tries to influence the procurement process through legal means or by exerting political pressure will be permanently barred from participating in the bidding procedure
- IV.2.12 During the training process/course, if any situation arises requiring the PA to issue explanation, show cause notice or termination of contract, sufficient time and opportunity including personal hearing will be offered to the service provider/consultant concerned.

Section-V

Trainee Selection, Stipend Payment and General Information

This section includes:

- V.1. Trainees of the Board
- V.2. Trainees' Selection and Placement Criteria
- V.3. Advertisement for Selection of Trainees
- V.4. Joining of Trainees
- V.5. Attendance and Stipend of Trainees
- V.6. Stipend & Dislocation Allowance (General Considerations/Special Provisions for PMUs)
- V.7. Leave to Trainees
- V.8. Dual Registration
- V.9. Graduation Ceremony and Distribution of Certificates Micro Financing

Terms used in this section can be found in Abbreviations

V.1 Trainee of the Board

V.1.1 The Board is the final authority for the selection of trainees in private and public sectors. However, the recommendations of service providers may be considered by the Board

V.2 Trainees’ Selection and Placement Criteria

- V.2.1 Age relaxation in the terms of 14-40 years may be allowed to the disabled and underprivileged sections of the society
- V.2.2 Any unemployed youth between 18-35 years, having domicile of the province of Sindh, will be eligible if she/he has not already availed any training course under Board’s training program or any other Government sponsored skill development program,
- V.2.3 Selection shall solely be based as per the prescribed policy on merit
- V.2.4 The applicant is required to travel to location/district other than place of residence, if the selected course is not available in his/her home district.
- V.2.5 Preference may be given to:
- V.2.5.1 Female candidates.
 - V.2.5.2 Candidates from households with proven income below poverty line.
- V.2.6 All selected trainee details will be placed on the Board’s/PMU’s website
- V.2.7 The trainee after registration cannot be transferred to other trade or institute after the first month of the course except in exceptional conditions with the prior approval of Board.

V.3 Advertisement for Selection of Trainees

- V.3.1 All training related activities must be carried out in a transparent manner and through wide publicity in media and website as per provisions of SPPRA 2010.
- V.3.2 All the legal provisions and requirements of SPPR 2010 will be applicable in public sector training institutes in the same manner as on the private sector.
- V.3.3 Applicants shall be informed about the available trades in district through Newspaper and the Board’s web portal.
- V.3.4 Online applications facility is available at the Board’s website <http://bbshrrdb.pk>
- V.3.5 Applicants must provide desired information through prescribed application form.

V.3.6 Placement of trainees will be made according to the applicant's 1st, 2nd and 3rd choice of trade at the closest institute. The trainee may request for change of institute or trade before registration. Such request may be entertained, provided it is not outside the district and availability of seat in requested trade/institute

V.3.7 It is mandatory for all selected trainees to produce original CNIC and other documents to the training provider for verification. Training provider shall be solely responsible for any discrepancy identified later on. After registration, all trainees data provided by PSTPs will be checked with MIS record and NADRA for duplication & CNIC verification.

V.4 Joining of Trainees

V.4.1 The selected trainees would be allowed maximum 07 days joining time or as advertised

V.4.2 Trainees will be registered online as per instructions available on program website- Training Partner dashboard and will receive their duly signed offer letters from PSTP. A duly signed copy of such signed offer letters¹⁷ will also be shared with PCU by the PSTP.

V.4.3 After the publication of first list / issuance of offer letters, if the selected trainee(s) do not report within the stipulated time, subsequent list (data of trainees on waiting list) will be issued. The reporting time for subsequent lists will be as specified from time to time.

V.4.4 No trainee will be accepted/ enrolled after commencement of training except in exceptional circumstances. The stipend of a trainee would be calculated from the date of commencement of training/joining.

V.4.5 ID cards with photograph shall be issued to successful trainees within one week of commencement of training, and this shall be confirmed to PCU. These ID cards are to be worn around the neck by trainees for easy identification by monitoring team.

V.5 Attendance and Stipend of Trainees

- V.5.1 Trainees having 85% attendance or more would be eligible for full stipend and Dislocation Allowance (DA) as admissible. However, in case of attendance varying between 60% to below 85%, trainee would be eligible for 50% stipend and 50% dislocation allowance as admissible.
- V.5.2 If attendance is below 60% no stipend and dislocation allowance will be paid. The trainee shall be given a written warning advising him/her to improve attendance by PSTP. The trainees having attendance below 60% during two consecutive months shall be expelled from the trainings by the training provider under intimation to TW in writing.
- V.5.3 Before expelling the trainee will be given a chance to submit in writing a reasonable justification against the proposed action. The final decision to expel the trainee will rest with TW.
- V.5.4 Every institute/organization must maintain a daily attendance register duly checked and verified by Incharge. All trainees in attendance shall sign the attendance sheet and mark their attendance on FMIS portal respective thumb impression on biometric machine installed at a training institute/organization for the purpose on daily basis. No trainee would be allowed to sign the attendance sheet or mark thumb impression on biometric machine after one hour of commencement of training/classes.
- V.5.5 In case of field attachment (OJT), an attendance diary/register must be provided to each trainee to be signed by the person to whom the trainee has been deputed. The training In-charge in the district would counter check this diary twice in a week.
- V.5.6 Every Institute must maintain training plan and training diary for proper training monitoring and presence of trainees. Training Cost will be paid to the P Training Institute on the attendance of three visits noted by POs or DMCs to be verified by a biometric machine. The stipend and dislocation allowance will be paid as per the attendance reported by the Institute and noted by monitoring teams. The Institute will notify a name of trainee to be entitled for receiving dislocation allowance within ten days after commencement of the training. The DMC concerned will verify name of such trainee.
- V.5.7 PSTW and PSTP must comply with the clauses stated in the contract signed between the Institute and the Board.
- V.5.8 In case a trainee is paid through crossed cheque, it must contain CNIC number of the trainee, name of trade and training institute concerned on the cheque and on the counter foil.

V.5.9 The service provider will ensure opening of bank account of the trainees within one month of commencement of training. Efforts have to be made to select one bank branch available in the vicinity of training institute. Trainees accounts in multiple branches are not allowed

V.6 Stipend & Dislocation Allowance

V.6.1 General Considerations

V.6.2 The Board, through training partner of private or public sector, will be responsible for disbursing monthly stipend to the trainees at the flat rate of Rs. 2,500 per month or as revised time by time; for actual training period as per available provisions.

V.6.3 To facilitate those trainees who will be undertaking trainings and travel more than 70 kilometers in districts, other than the six districts in Karachi or home district, or from anywhere in the province of Sindh to any district in Karachi, a dislocation allowance will be provided on actual basis or as decided and notified by head office from time to time.

V.6.4 Dislocation allowance will be considered to a trainee on production of either of following documents:

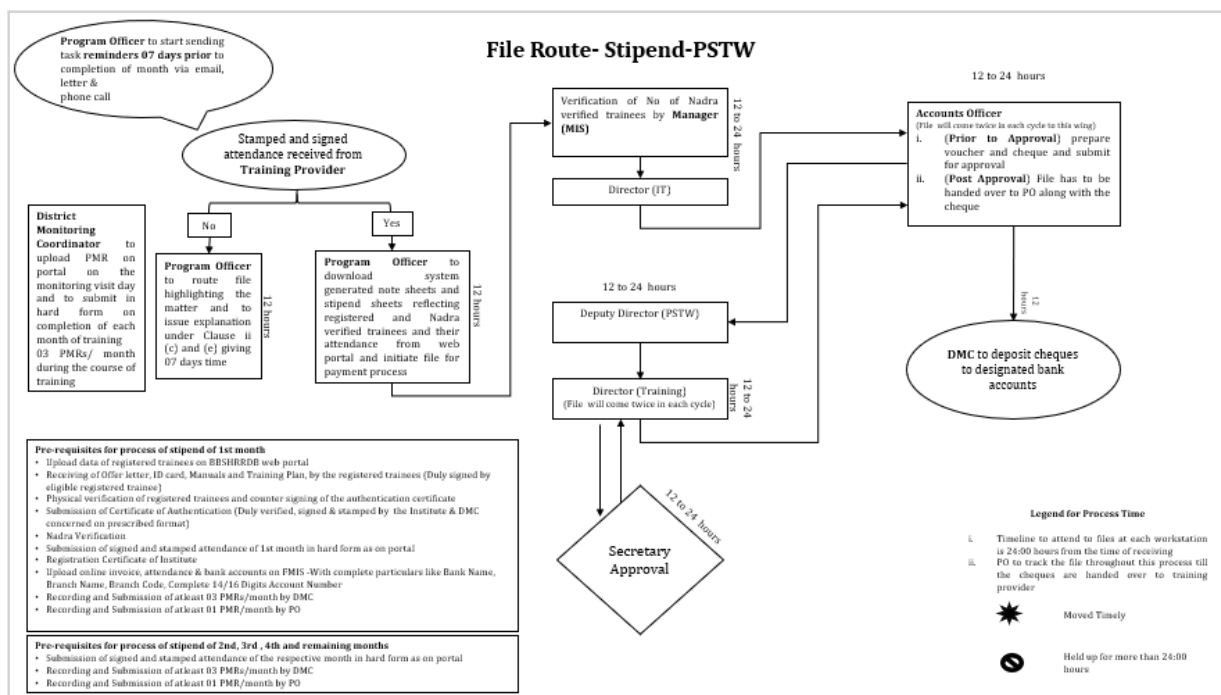
V.6.4.1 Attested copy of Domicile

V.6.4.2 Attested copy of CNIC

V.6.4.3 Any other proof showing that trainees have actually been displaced from hometown due to the selection in training.

V.6.4.4 However, Training Institute will certify the dislocation of a trainee

V.7 Mechanism for Stipend Payment



V.8 Leave to Trainees

V.8.1 Any kind of leave other than serious illness must be discouraged. However, the trainees may be allowed two days leave per month on request and only Institute in-charge is authorized to allow such leave provided that the trainee would recover the loss of training/studies in a satisfactory manner. Leaves of more than two days may be granted by the Deputy Director (Training)

V.8.2 Institute will ensure and certify recovery of academic loss caused due to leave. A trainee may avail leave of maximum 10 days if the trainings are of less than 6 months duration in unavoidable special circumstances provided that the training loss would be recoverable.

V.8.3 In case of Training Programs of more than six months duration leave entitlement may be determined with the approval of Director (Training) of the Board to the maximum of 25 days, in special circumstance that the training loss would be recoverable.

V.8.4 Sanctioned leave will not be considered in calculating the attendance.

V.8.5 In case the process of training is halted due to unavoidable circumstances by the order of the Government or any other natural reason, the intervening period of training will be covered by extending the duration of training with no additional financial implication.

V.9 Dual Registration

V.9.1 An applicant who has applied for more than one training course and is selected for more than one course should intimate in writing the course he/she intends to join and ask for his/her name to be excluded from the other course within 07 days of joining of the course of his/her choice.

V.9.2 Cases detected of dual registration and receiving stipend from more than one training course will be expelled from all courses and recovery of paid stipend will be made through revenue staff / police. Such candidates will be blacklisted from the future trainings.

V.9.3 Trainees, who have already received training under this Program shall not be eligible to join another course, if found under status of duplicate CNIC, then they will be treated as per para- V.9.2 above.

V.9.4 In case a trainee is found furnishing fake, fraudulent, bogus, manipulated information to justify his/her training; he/she will be dealt in accordance with the applicable law.

V.10 Graduation Ceremony and Distribution of Certificates

V.10.1 All training institutes are required to hold a launching/ orientation ceremony at the start of training (optional) and certificate award ceremony at the completion of training period to award certificates to successful graduates (compulsory). These certificates could either be authorized by external certification agency for testing/examination and external certification (Organizations, Boards, Institutes, University etc.) or by the service provider/organization, that have proof of status as authorized certificate awarding body for offered course. Such ceremony especially course completion ceremony has to be attended by the authorized representative of the Board.

V.11 Micro Financing

- V.11.1 Training provider may coordinate with the micro finance institutions to facilitate the Graduates of the training program in acquiring loans/grants to start business for self-employment. In case a graduate avails facility of loans/grants the Board will not act a guarantor. The graduate will have to complete all the formalities of the banks and will be responsible to comply with the formalities required for such loan/grant at his/her own.
- V.11.2 The Board will encourage “business plans” related courses/trainings and will prefer such normal training/courses which meet the local industry, projects and sectoral needs and encourage self-employment.

Section-VI

Skill Development Training

This section includes:

- VI.1. Training
- VI.2. Intimation of Training Initiation-Head Office-TW
- VI.3. Selection and Contracting with Training Providers
- VI.4. Prerequisite of Technical Proposals of Training Providers
- VI.5. Role of Training Provider
- VI.6. Service Providers' Completion Reports
- VI.7. Role of Head Office-BBSHRRDB
- VI.8. Post Training Employment Verification

Terms used in this section can be found in Abbreviations

VI.1 Trainings

VI.1.1 Training stream was setup aimed at increasing the outreach of the Board to private sector training institutes in order to strengthen the capacity of public sector training by making optimum utilization of the resources of private sector for training delivery wherever is applicable / possible. This area also has an objective to establish network with private sector and encourage corporate values in those public sector vocational training institutions that show their interest to deliver training.

2. Intimation of Training Initiation

- 2.2 The Board develops a proposal along with budget component for each Phase-Year to initiate a training session in accordance with the set-in targets. The proposal is evaluated and recommended by the Technical Committee and make necessary recommendations to the competent forum of the Board.

Training Schedule/Implementation Plan

S#	Activity	Date	Notes
1	Publication of advertisement to call request for proposals (RFP)	15 March 2020 (30 days)	
2	Advertisement to call applications from youth	21 March 2020	
3	Opening of technical proposals	15 March 2020	
4	Data entry of received proposals and preparation of files	16-22 April 2020	
5	Verification of registration certificates from certificate issuing authority	22 April 2020	
6	Constitution of baseline teams	23 April 2020	
7	Baseline visit and submission of visit report	24 April- 17 May 2020	
8	Finalization of technical evaluation	23 May 2020	
9	Hoisting of technical evaluation results on SPPRA website and official website of Board	26 May 2020	
10	Opening of financial proposals of only technically qualified proposals and recommendation for award of contract	28 May – 4 June 2020	
11	Hoisting of combined evaluation results on SPPRA website and official website of Board	5-7 June 2020	
12	Contract signing	8-14 June 2020	
13	Assignment at end of MIS	15 June-9 July 2020	
14	Training commencement	10 July 2020	

VI.2 Selection and Contracting with Training Providers

- VI.2.1 Advertisement for Request for Proposal is published in leading Newspapers to invite the proposals. RFP is prepared in accordance with the Sindh Public Procurement Act 2009 and the rules made there under. RFP contains industry/market based employable training courses/trades to cater the requirements of the market and the industry.
- VI.2.2 A training partner will apply for training in response to the EOI published in newspapers and submit Request for Proposals (RFP).
- VI.2.3 The RFP documents may either be downloaded from the Board's website or collected from the head office of the Board, as and when EOI is published.
- VI.2.4 The RFP documents must be submitted before the closing date either through Courier or by hand on the address mentioned in the advertisement.
- VI.2.5 In case of submission of RFP document in the head office of the Board, an acknowledgement receipt with office seal be obtained. If the document (RFP) dispatched through Courier, the training partner must have the tracking id, Courier slip, date of receipt in the head office of the Board.
- VI.2.6 In case of missing of RFP document submitted by hand or sent through courier, a training partner shall have to produce acknowledgement receipt in case of manual submission and the date of dispatch of document, tracking id, Courier slip, date of receipt in the head office of the Board ,if dispatched through courier.
- VI.2.7 Formally registered vocational & technical training institutes may only apply.
- VI.2.8 Institutes will be required to submit audited financial statements for the last financial year preferably from a chartered accountant firm.
- VI.2.9 Selected training providers will sign a legal contract with the Board for each campus offered for imparting training. The Contract Agreement will contain the ToRs for imparting training. The signatories of the Contract will abide by these ToRs.

VI.3 Prerequisite of Technical Proposals of Training Providers

- VI.3.1 Registration with any certificate awarding body that certifies short term skill development courses or having the status of certificate awarding entity,
- VI.3.2 Readily available and adequate infrastructure,
- VI.3.3 Experience of institute/organization in the offered course and evidence of post training employment,
- VI.3.4 Prescribed qualification criteria for each course,
- VI.3.5 Number of training courses and their type and duration supported by training plan and baseline facilities of institute(s),
- VI.3.6 The course curriculum should have a justified proportion of theory and Workplace Learning (WPL),
- VI.3.7 Cost of course material and equipment for the trainees and tutors per course shall be incorporated.
- VI.3.8 Estimated market demand of the trained manpower,
- VI.3.9 Names, qualification, cell number and experience of tutors allocated for each course,
- VI.3.10 Evidence of training, private trainees & placement would be preferred.
- VI.3.11 Technical proposal must be in conformity with available resources in terms of building, equipment and other facilities and no capital cost shall be allowed,
- VI.3.12 Technical proposal must contain a determination by short listed training providers to ensure employment of a required percentage of employment to trained graduates (see the definition of employment at para as required by the PCU.
- VI.3.13 Valid NTN/FTN in the name of the organization.
- VI.3.14 Audited Financial Statement for the last financial year of organization prepared preferably by a chartered accountant firm.

VI.4 Role of Training Providers

- VI.4.1 Training providers will enter into performance-based contracts with the Board significantly focusing to enhance results. Besides fulfilling contractual obligations, the training provider will be responsible to:
- VI.4.2 Verify the documents/certificates/testimonials including CNIC and marks certificates (with the original ones and the data provided by the Training Wing of the Board of tentatively placed candidates before allowing him/her the joining in a training course. Register the trainee on the Board's MIS as per laid down procedures.
- VI.4.3 Initiate training as per curriculum and training plan submitted to the Training Wing before start of training, put in necessary efforts to conduct training as well as to facilitate the trainees in opening of bank accounts in designated branch of the bank or any other agency, with which the Board will enter into contract and send Training Wing a list of opened bank accounts of all trainees or any other mode of stipend disbursement, as mentioned in the contract signed between training provider and the Board, maintain daily attendance register & upload on the web portal also send the Training Wing the monthly attendance report on stipulated format and all necessary reports when required by the focal person designated for the purpose by the Training Wing. It facilitates training monitoring staff in their task and sign with own comment, if any.
- VI.4.4 The institute must assure training quality and facilitate the TPV visit during and after training for validation of training certification and trainees' employment status, facilitate 40% trainees in seeking employment , conduct all classes, workshops/labs, assessments and complete the curriculum as per training plan and send PCU course completion report on stipulated format,
- VI.4.5 Act and comply all related instructions from PCU/PSTW/Focal Officer.

VI.5 Role of Training Wing

VI.5.1 The Training Wing shall:

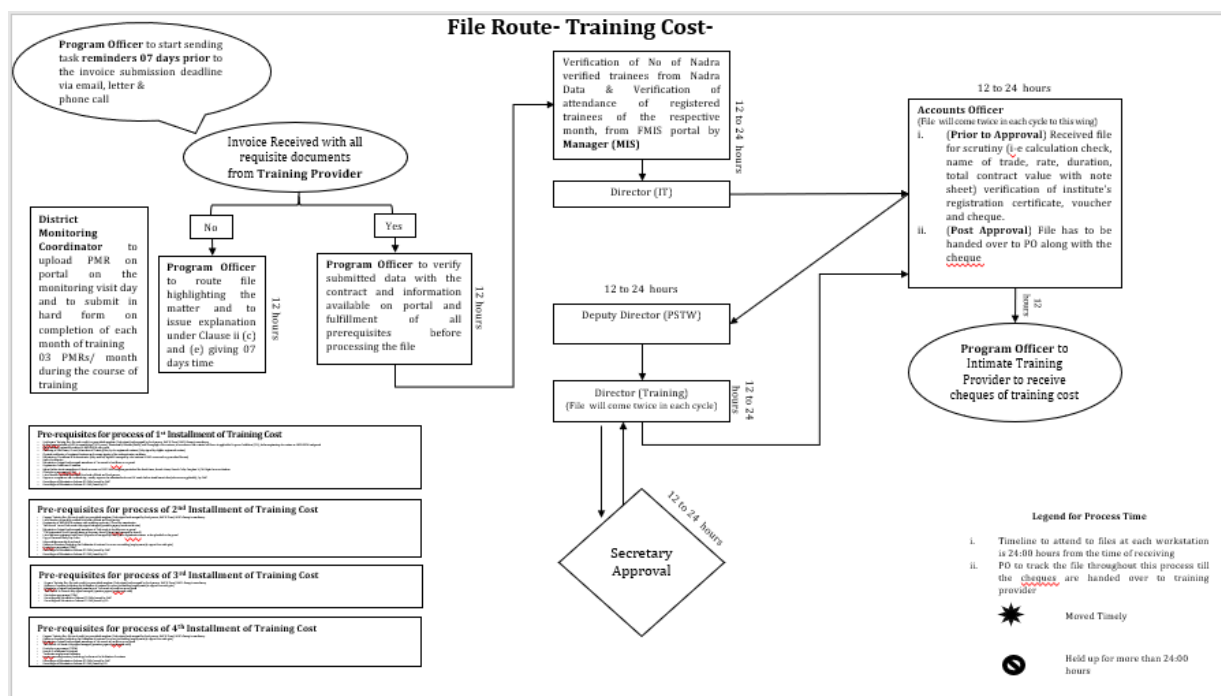
- VI.5.1.1 notify a focal person responsible for delivering all necessary guidance to the training providers for discharging their responsibilities;
- VI.5.1.2 release stipend of trainees, training cost of training provider after due considering all necessary documentary requirements;

- VI.5.1.3 monitor the training / status of facilities / completion of curriculum / assessments etc., through visits to the training places, telephone calls to the trainees or tutors or whatever method is deemed fit for the purpose;
- VI.5.1.4 communicate proper corrective instructions in the light of findings/PMRs thereof to the training providers to complete the training peacefully as per the contract;
- VI.5.1.5 Verify the employment facilitation status as submitted along with course completion report in the light of relevant clauses of the contract.

VI.6 Pre-requisites for processing of training cost

- VI.6.1 Pre-requisites for processing of 1st installment of training cost to final installment are laid down in the contract document. However, the essential pre-requisites for each installment are given below:
- VI.6.2 The file route for processing of training cost and stipend is simplified in the form of the flow chart as under
- VI.6.3 The process of Nadra verification will be completed by the end of 1st month of training. Any trainee/CNIC not verifiable by Nadra and duly intimated by the MIS will be removed from the portal and the intimation will be furnished to the service provider, DMC and PO concerned. MIS and training wing will ensure the compliance of sub-para 7.3
- VI.6.4 The eligibility of a trainee for the program interalia is valid CNIC and not the domicile. Domicile holders of provinces other than Sindh are ineligible for training
- VI.6.5 For the purpose of stipend, the process of account opening of trainees will be completed within first 45 days of the training commencement. In this respect DMC will extend all possible support to the institute or service provider. PO concerned will be responsible to ensure the meeting of timelines.
- VI.6.6 The Board will put in all efforts to ensure possible timely payment of training cost and stipend; any liability accruing on this account will lie on the shoulders of Board officials from DMC up to the signing authority. Submission of invoice along with requisite documents will be the responsibility of service provider

VI.7 Mechanism to Process Training Cost



VI.8 Service Providers' Completion Reports

VI.8.1 Service provider is bound to submit two reports within stipulated time after the completion of course (i) course completion report, (ii) employment facilitation report.

VI.8.2 After completion of training, the service provider will prepare a report on the prescribed format and submit to the Board within 30 days of the completion of training course. During verification process of employment, if significant differences are noted against contractual facilitation targets, service provider will be given final opportunity to meet the facilitation target and resubmit a fresh Completion Report before final payments are made within time barring provision of the signed contract.

VI.9 Post Training Employment Facilitation

VI.9.1 Definition

Post training employment facilitation is interpreted as under:

VI.9.1.1 Direct/Timescale basis (from unemployed to employed or from lower wages to higher wages);

VI.9.1.2 Self-basis (establishment of business/entrepreneurship etc);

VI.9.1.3 Indirect basis (when one is qualified in one field but gets employment in another field);

VI.9.1.4 Wage basis (when one is engaged in earnings on regular or irregular basis with breaks);

VI.9.1.5 Continuing education / training: This may be acceptable if that is post training enrollment (Not more than 25% of the reported employment will be acceptable under this definition)

VI.10 Modes of Verification of Employment Facilitation

VI.10.1 The details of verification modes are unequivocally defined in the description of services i.e. SMSs, Telephonic, and Validation mechanism defined by the Board

VI.11 Foreign Funded Training

VI.11.1 The Government of Sindh provides funds for imparting skill development training under the Board. However, the Board welcomes the international development agencies support and cooperation in imparting skill development training program

Section-VII

Management Information System

This section includes:

- VII.1. About MIS
- VII.2. The Official Website
- VII.3. E-Bidding on MIS
- VII.4. Online Application Form
- VII.5. Online Placement
- VII.6. E-Registration
- VII.7. Online Attendance
- VII.8. Relevant Access to Web Portal to Training Providers

Terms used in this section can be found in Abbreviations

VII.1 About FMIS

VII.1.1 The Board has launched Financial Management Information System (FMIS). This system will automate and integrate processes carried out within Board and its DMUs and PMUs including procurement, monitoring and evaluation reporting, operations (of trainings) trainee management, ICT solutions, and accounting. Above and beyond the benefits that it is offering to its users at Board, it also contains relevant web links for the benefit of training partners, PMUs, trainees and general guest users.

VII.2 The Official Website

(<http://bshrrdb.pk>)

The Board's website has Front and Back interface as illustrated below:

VII.2.1 Front View:

VII.2.1.1 Detail information and links related to Training Wing, DMU, PMU and PSTPs dashboard.

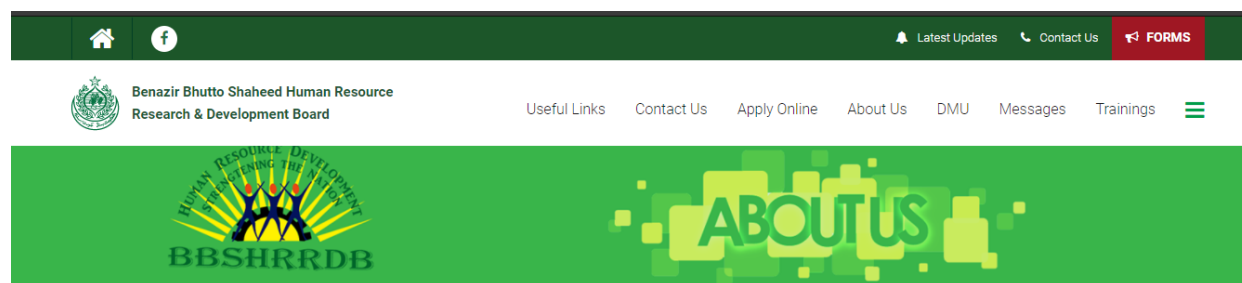
VII.2.1.2 Online Application Form, E-Registration and Attendance System.

VII.2.1.3 List of leading courses, Achievements, Reports and Documents,

VII.2.2 Database and Back End MIS Panels:

VII.2.2.1 This is dedicated database website with MySQL backend DB support

VII.2.2.2 Dedicated MIS Panels for managing E-Registration and attendance, BBSHRRDB System, BBSHRRDB Master DB, E-PMR system and BBSHRRDB Auto Placement System



ABOUT US - BBSHRRDB

As a matter of legislative determination, to sustain and safe guard public interest, the mandate of Benazir Bhutto Shaheed Youth Development Program [BBSYDP], initiated in 2008-09 by Government of Sindh, has been passed on to Benazir Bhutto Shaheed Human Resource Research & Development Board[BBSHRRDB], established through Act of Assembly, Sindh 2013 as a public service initiative to develop human resource in Sindh by empowering youth (aged between 18-35 years) with employable skill sets that will multiply work avenues for them.

Youth population in Sindh is estimated at 55.7 and out of this youth population 1.7 million are unemployed. A large cohort of youth is unemployed as they do not have skills to compete in the job market. Skills development is an important step to promote employment generation; increase in number of skillful youth would increase per capita income, thus give boost to economy of province

BBSHRRDB has groomed 320,000 youth in 89 employment sectors and shaped the youth as an economic asset for the province. BBSHRRDB takes pride in ensuring implementation of standardized skill development training so that each man and woman would get equal opportunity. This approach would bring lucrative results in human resource development.

VII.3 Online Application Form

VII.3.1 The Board has dedicated Online Application form. This unique application form is well coded to ensure receiving of only generic and valid applications for trainings. Some Features of Online Application Form are given below.

VII.3.2 Pre-Scrutiny and validation.

VII.3.2.1 Check whether training already availed in trainees' database

VII.3.2.2 Check already submitted application database using provided CNIC

VII.3.2.3 Check age from given date of birth.

VII.3.3 If main application form will be accessible when above mentioned checks were cleared.

VII.3.4 Application form will automatically calculate score of merit from educational marks.

VII.3.5 Application form will only be submitted, when all mandatory fields are entered.

VII.3.6 Online Application form generates acknowledgement slip with reference ID on successful submission of online form.

VII.3.7 Click here to access Online [Application Form](#)

The screenshot displays the online application form for the Benazir Bhutto Shaheed Human Resource Research & Development Board. The header includes the board's logo and name, along with a 'Say NO to Corruption' banner. The main section is titled 'Registration Form' and contains input fields for 'Candidate CNIC' (with an example value of 4130383324563) and 'Date Of Birth' (with a format of mm / dd / yyyy). A green 'CHECK' button is positioned below these fields. The page also features a 'Calculator' icon in the top right corner and an 'Applicant Details' section at the bottom, which includes fields for 'Candidate Name' and 'CNIC Number'.

Screenshot of Online Application Form

BENAZIR BHUTTO SHAHEED YOUTH DEVELOPMENT PROGRAM
ONLINE APPLICATION FORM

First Choice

Sector:

Trade:

District:

Town/Taluka:

UC:

Second Choice

Sector:

Trade:

District:

Town/Taluka:

UC:

Third Choice

Sector:

Trade:

District:

Town/Taluka:

UC:

Applicant Details

Candidate Name:

CNIC Number:

VII.4 Online Placement

VII.4.1 The Board has well defined web-based placement system to place candidates.

Placement

Select District:

Select Town:

Select UC:

Select Qualifications:

Select Gender:

Select Trade 1:

Select Trade 2:

Select Trade 3:

Quick Search:

Find Candidate

District:

Select Category:

Select Contract:

Screenshot of E-Placement

VII.5 E-Registration

VII.5.1 The Board has a dedicated web-portal for training institutes where the institutes can register only valid trainees, who are placed, by MIS-Board, in their institutes.

VII.5.2 Training institutes can generate electronic offer letters and electronic ID cards. Click [Training Provider Login \(New MIS\)](#) or [Training Provider Login \(Old Portal\)](#) to reach to training providers' login area

VII.5.3 After joining of candidates'; institutes can view trainee wise registration they can also generate report and export database in many formats. Management can view day to day joining status of registered trainees, institute wise, district wise and trade wise etc.

Screenshot of E-Registration (Reporting Module)

Education:

Personal Information

Guardian Name:

Guardian CNIC:

Number Of Family Members:

Guardian Profession:

Monthly Income:

Number Of Unemployed Family Members:

House Hold Monthly Income:

Monthly Expenditure:

Present District (As Mentioned On CNIC):

Present Town/Taluka (As Mentioned On CNIC):

Graduate Status:

Employment Status:

Additional Information

Trainee Added By:

Trainee Added On:

Screenshot of E-Registration (Web-based Data Management)

Benazir Bhutto Shaheed Human Resource Research & Development Board

Registered Trainees

S#	Picture	Name	Father Name	CNIC	Trade	Date Of Birth	Gender	District	Mobile Number	Bank Name	Account Number	Training Provider	Date of Registration	Remarks
1		AAKASH KUMAR	BRICHAND	43102402941	Android Developer	1995-11-19	Male	Karachi-South	0333300993	20	243377811		2017-09-18 12:35:51	Clear
2		ABDUL BATTAR BOZDAR	SHAHNAWAZ BOZDAR	424011083055	Android Developer	1989-11-29	Male	Karachi-South	03003725861	20	243585714		2017-09-18 18:59:39	Clear
3		ABO SOFYAN	ABDUL GADIR	4230167818181	Android Developer	1995-11-27	Male	Karachi-South	03212112610	20	243219243		2017-09-18 13:40:25	Clear
4		ADNAN ALEEM	MUHAMMAD ALEEM	421018309113	Android Developer	1991-04-03	Male	Karachi-South	03410217988	20	243520202		2017-09-18 14:08:39	Clear
5		AHMED RAZA HUSSAIN	MUHAMMAD HUSSAIN	420189872087	Android Developer	1995-05-05	Male	Karachi-South	03005275707	0			2017-09-18 17:27:02	Clear

Government Of Sindh
Benazir Bhutto Shaheed Human Resource Research & Development Board

IDENTITY CARD

Phase/Round: Phase X

Name: _____

CNIC: 000000000000

Domicile: _____ Birth: _____

Address: _____

Fathers Name: _____

Institute: _____

Course: Web Designing

Training Period: 09-10-2017 To: 09-02-2018

Issuing Authority

Provincial Coordination Unit
5th Floor State Life Building No. 3, Dr Ziauddin Ahmed Road, Karachi
Contact: +92(21)99201005-7, Web: www.bbsydpindh.gov.pk

E-Registration (Electronic ID card)

Under
BENAZIR BHUTTO SHAHEED YOUTH DEVELOPMENT PROGRAM

UZMA Reg# 000000000000 Start of Training 2017-02-13

CNIC 400000000000

OFFER LETTER

Institute/Organization (SA City Campus/ Sater Sater Forum)	Training Course (CT major in Office Automation)	Phase And Batch (Phase II)	Training Period (2017-02-13 to 2017-06-13)
<p>1. The total training fees / cost will be borne by PCU-BBSYDP as per contract under specific terms and conditions</p> <p>2. On the basis of your percentage of attendance, performance, conduct and fulfillment of other mandatory requirement (will be shared through Institute's helpdesk) an amount of Rs.2,500/- (Rupees Two Thousand and Five Hundred Only) as stipend may be paid on monthly basis in accordance with the duration of the training course. Payment to that effect will be made through Bank Accounts of the Trainees Institute's help desk will facilitate in opening of bank account.</p> <p>3. Dislocated trainees will be eligible for dislocation allowance at the specified rates per month, if supporting documents are produced which prove that you belong to other district.</p> <p>4. In case of any misconduct or indiscipline, you will be terminated from training and stipend forfeited.</p> <p>5. This offer is subject to the conditions that you have neither registered nor undergone any previous BBSYDP sponsored training before and the particulars provided with documents are correct/ genuine.</p> <p>6. The training under BBSYDP is not a commitment to provide/guarantee employment. However, the successful trainees may be facilitated by training provider/institute.</p> <p>7. The stipend will be subject to opening of bank account, submission of account number and other details such as attendance, other procedural obligations that might take due course of time.</p> <p>8. If you agree to the above terms & conditions, please sign this letter and return it to the Principal/Incharge of the training institute.</p>			

Principal / Incharge of Institute/Organization

E-Registration (Electronic Offer letter)

VII.6 Online Attendance

VII.6.1 Training provider can update attendance of trainees on daily basis; resultantly stipend will be processed timely without waiting for receipt of monthly attendance of trainees' form the training provider. Portal has the ability to calculate the trainees' monthly stipend/ dislocation amount without indulging staff in manual calculations. Attendance data can also be exported in excel format as well.

VII.6.2 Every Program Officer of the Board after generating payment of training cost and stipend sheets shall send the same to IT/MIS section for verification.

Attendance

Phase:





Training Provider:

Trade:

Attendance Month:

Working Days:

Calendar
September 29, 2016
Please select the desired date for attendance

S#	Photo	Trainee	CNIC	Trade	Present	Absent
1		AFSHAN	4130401821734	Beautician	<input checked="" type="radio"/>	<input type="radio"/>
2		ANMOL ANZA	4130460735294	Beautician	<input checked="" type="radio"/>	<input type="radio"/>
3		AZMAT	4510507633858	Beautician	<input checked="" type="radio"/>	<input type="radio"/>
4		FAIZA	4130437668512	Beautician	<input checked="" type="radio"/>	<input type="radio"/>

VII.7 Bio-metric Attendance Interface

Training Institute- Trainees Attendance Report

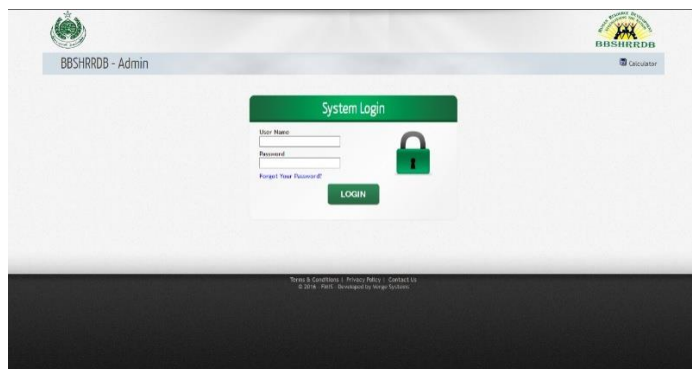
Trainee Names	Trainee Biometric Id	Date	Checkin Time	Checkout Time	Total Hours	Present
Ali Muhammad	4691	14 Dec, 2017	14 Dec, 2017 08:57:00	2017-12-14 08:57:01	0	Yes
Ali Muhammad	4691	15 Dec, 2017	15 Dec, 2017 08:37:41	-	0	Yes
Ali Muhammad	4691	16 Dec, 2017	16 Dec, 2017 16:24:08	-	0	Yes
Ali Muhammad	4691	18 Dec, 2017	18 Dec, 2017 09:54:48	-	0	Yes
Ali Muhammad	4691	19 Dec, 2017	19 Dec, 2017 13:44:27	-	0	Yes
Ali Muhammad	4691	20 Dec, 2017	20 Dec, 2017 09:16:41	-	0	Yes
Ali Muhammad	4691	21 Dec, 2017	21 Dec, 2017 09:12:23	-	0	Yes
Ali Muhammad	4691	22 Dec, 2017	22 Dec, 2017 08:53:25	-	0	Yes
Ali Muhammad	4691	23 Dec, 2017	23 Dec, 2017 08:42:51	-	0	Yes
Ali Muhammad	4691	26 Dec, 2017	26 Dec, 2017 08:56:48	-	0	Yes
Ali Muhammad	4691	27 Dec, 2017	27 Dec, 2017 09:21:33	-	0	Yes
Ali Muhammad	4691	28 Dec, 2017	28 Dec, 2017 12:47:45	-	0	No
Ali Muhammad	4691	29 Dec, 2017	29 Dec, 2017 11:24:14	-	0	No
Ali Muhammad	4691	30 Dec, 2017	30 Dec, 2017 09:34:02	-	0	Yes
Ali Muhammad	4691	01 Jan, 2018	01 Jan, 2018 09:15:21	-	0	Yes

Screenshot of E-Registration (E- Attendance)

VII.8 Relevant Access to Web Portal to Training Providers

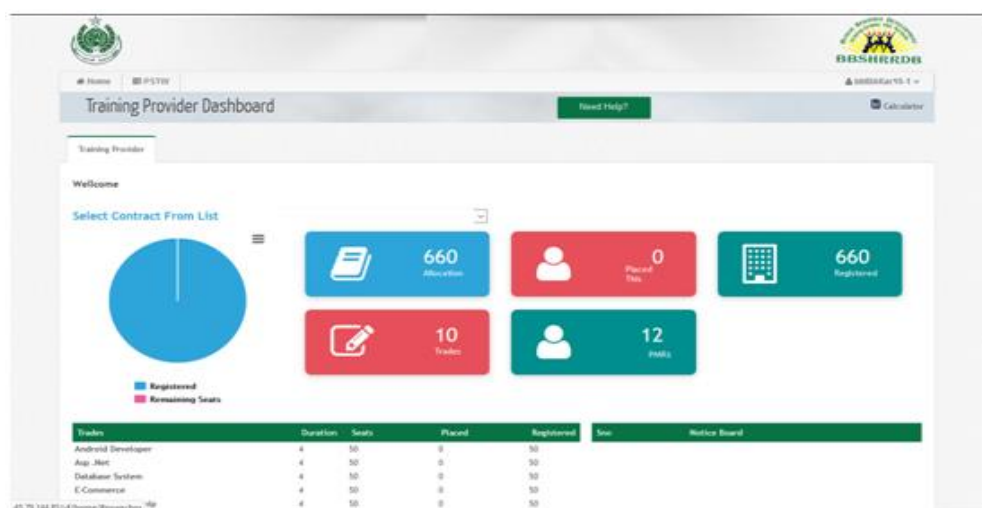
VII.8.1 Institutes / PSTPs have dedicated ID based web-portal where they can register valid trainee, generate E-ID card and E-Offer letter and dedicated E-attendance portal / Biometrics where they can mark attendance to each trainee.

VII.8.2 Login Page



Screenshot of Training Provider's FMIS Login Page

VII.8.3 Training Provider Interface



Appendix-A

Marking Key for Technical Proposal of RFP

Part- TB: Eligibility of Training Provider (Relevant documents must be attached). Each item below must be 'Attached' for the proposal to be considered responsive. This is the basic data and shall not be used for marking purpose.

<i>Code</i>	<i>Required Information</i>	<i>Attached/ Not Attached</i>	
TB.1	<i>Valid Registration Certificate Number & Date of Registration from NAVTTC, STEVTA, TTB, SBTE, HEC, PEC, PMDC, Companies registered under the Companies Ordinance 1982/Societies registered under Societies Registration Act 1860/Trusts registered under Societies Registration Act 1860 or Trust Act 1882, CITY & GUILDS, EDEXCEL, or any other accredited/authorized national/international certifying body.</i>	<i>(Write name of the certifying body and attach relevant document)</i>	
TB.2	<i>Curriculum of the applied training accredited by relevant authority</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
TB.3	<i>National Tax Number or Free Tax Number in the name of organization (A valid tax exemption certificate issued by FBR is required, in case, your organization is tax exempted)</i>	<i>(Write down the tax number here and attach relevant document)</i>	
TB.4	<i>Sindh Revenue Board Registration Number</i>	<i>(Write down the tax number here and attach relevant document)</i>	
TB.5	<i>Audited Financial Statement of Last Year preferably by a Chartered Accountant Firm</i>	<i>(Write down "Attached" here and attach one page declaration on the template given in this RFP)</i>	

Code	Required Information	Response	
TB.6	<i>Is your Institute housed in owned or rented building?</i>	<i>Owned</i> <input type="checkbox"/> <i>(Attach any utility bill in the name of the owner)</i>	<i>Rented</i> <input type="checkbox"/> <i>(Attach rent agreement or MoU, as the case may be)</i>
TB.7	<i>Do you have experience for the training you intend to apply?</i>	<i>Yes</i> <input type="checkbox"/>	<i>No</i> <input type="checkbox"/>
TB.8	<i>Do you have relevant infrastructure and allied facilities for training?</i>	<i>Yes</i> <input type="checkbox"/>	<i>No</i> <input type="checkbox"/>
TB.9	<i>Do you have job facilitation mechanism for passed out graduates/trainees?</i>	<i>Yes</i> <input type="checkbox"/>	<i>No</i> <input type="checkbox"/>
TB.10	<i>Have you previously worked with BBSHRRDB (BBSYDP)?</i>	<i>Yes</i> <input type="checkbox"/>	<i>No</i> <input type="checkbox"/>
TB.11	<i>If yes, has your contract ever been cancelled?</i>	<i>Yes</i> <input type="checkbox"/>	<i>No</i> <input type="checkbox"/>
TB.12	<i>If yes, in which training period (mention dates):</i>		
TB.13	<i>Was the payment withheld for non-fulfillment of terms & conditions of contract?</i>	<i>Yes</i> <input type="checkbox"/>	<i>No</i> <input type="checkbox"/>
TB.14	<i>If yes, in which training period (mention dates):</i>		

T.C.I Previous Experience

<i>Code</i>	<i>Required Information</i>	<i>Response</i>	
<i>TC.I.1</i>	<i>Experience as training provider</i>	<i>Yes</i> <input type="checkbox"/>	<i>No</i> <input type="checkbox"/>
<i>TC.I.2</i>	<i>Clients from private sector (Organization) who have utilized your services as training provider</i>	<i>Yes</i> <input type="checkbox"/> <i>(Attach list with name and contact number of focal persons)</i>	<i>No</i> <input type="checkbox"/>
<i>TC.I.3</i>	<i>Recurring contracts with Government departments for delivery of your services as training provider</i>	<i>Yes</i> <input type="checkbox"/> <i>(Attach list with name of department and contact number of focal persons)</i>	<i>No</i> <input type="checkbox"/>

TC.II. Training Facilities and Infrastructure (for each training course proposed).**Max Marks = 35**

Code	Required Information	Response	Max. Marks	Marks Secured
TC.II.1	Curriculum accredited by relevant entity	<input type="checkbox"/> SBTE <input type="checkbox"/> TTB <input type="checkbox"/> PNC <input type="checkbox"/> PMDC <input type="checkbox"/> SMF <input type="checkbox"/> STEVTA <input type="checkbox"/> NAVTEC <input type="checkbox"/> City & Guilds <input type="checkbox"/> Any other, write name_____	5	
TC.II.2	No. of Lecture Room	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 or more If more than 5, then write number_____	5	
TC.II.3	Capacity of trainees per room	<input type="checkbox"/> 15/1 <input type="checkbox"/> 25/1 <input type="checkbox"/> 30/1 <input type="checkbox"/> 45/1 <input type="checkbox"/> 50/1	5	
TC.II.4	Laboratory (if required) Ideal proportion of equipment and trainee could be 1 computer=1 trainee, 1 Sewing Machine= 1 trainee, 1 Beautician Counter and Chair= 5 trainees, 1 training board for engineering related training=3-5 trainees(equipment sufficient enough to facilitate all trainees in doing hands on work)	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 or more If more than 5, then write number_____	15	
	Workshop (if required) Ideal proportion of equipment and trainee could be 1 computer=1 trainee, 1 Sewing Machine= 1 trainee, 1 Beautician Counter and Chair= 5 trainees, 1 training board for engineering related training=3-5 trainees(equipment sufficient enough to facilitate all trainees in doing hands on work)	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 or more If more than 5, then write number_____		
	Training Equipment in accordance with material requirement by the certificate	<input type="checkbox"/> Computer		

<i>Code</i>	<i>Required Information</i>	<i>Response</i>	<i>Max. Marks</i>	<i>Marks Secured</i>
	<i>awarding entity in its accredited curriculum for the proposed course/trades</i>	<input type="checkbox"/> <i>Less than 10</i> <input type="checkbox"/> <i>10-15</i> <input type="checkbox"/> <i>20-25</i> <input type="checkbox"/> <i>30-35</i> <input type="checkbox"/> <i>40-45</i> <input type="checkbox"/> <i>50-55</i> <input type="checkbox"/> <i>50 or more</i> <input type="checkbox"/> <i>Sewing Machines</i> <input type="checkbox"/> <i>Less than 10</i> <input type="checkbox"/> <i>10-15</i> <input type="checkbox"/> <i>20-25</i> <input type="checkbox"/> <i>30-35</i> <input type="checkbox"/> <i>40-45</i> <input type="checkbox"/> <i>50-55</i> <input type="checkbox"/> <i>50 or more</i> <input type="checkbox"/> <i>Beautician Counters and Chairs</i> <input type="checkbox"/> <i>Less than 10</i> <input type="checkbox"/> <i>10-15</i> <input type="checkbox"/> <i>20-25</i> <input type="checkbox"/> <i>30-35</i> <input type="checkbox"/> <i>40-45</i> <input type="checkbox"/> <i>50-55</i> <input type="checkbox"/> <i>50 or more</i> <input type="checkbox"/> <i>Technical Engineering Related Equipment</i> <input type="checkbox"/> <i>Less than 10</i> <input type="checkbox"/> <i>10-15</i> <input type="checkbox"/> <i>20-25</i> <input type="checkbox"/> <i>30-35</i> <input type="checkbox"/> <i>40-45</i> <input type="checkbox"/> <i>50-55</i> <input type="checkbox"/> <i>50 or more</i> <input type="checkbox"/> <i>Other, _____</i> <input type="checkbox"/> <i>Less than 10</i> <input type="checkbox"/> <i>10-15</i> <input type="checkbox"/> <i>20-25</i> <input type="checkbox"/> <i>30-35</i> <input type="checkbox"/> <i>40-45</i> <input type="checkbox"/> <i>50-55</i> <input type="checkbox"/> <i>50 or more</i>		
	<i>Multimedia Projector (if required)</i>	<input type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>No</i>		
<i>TC.II.5</i>	<i>Backup Generator (KVA)</i>	<input type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>No</i> , <i>If yes ----- KVA</i>	<i>3</i>	
<i>TC.II.6</i>	<i>Other facilities (Please check on all available)</i>	<input type="checkbox"/> <i>Drinking water</i> <input type="checkbox"/> <i>Washrooms/Sanitations</i> <input type="checkbox"/> <i>Common room(for girls)</i> <input type="checkbox"/> <i>Access to first Aid</i> <input type="checkbox"/> <i>Canteen</i> <input type="checkbox"/> <i>Any other(-----)</i>	<i>2</i>	

Marking Key:

- ***Accredited curriculum for the proposed course = 5 marks***
- ***Institute has applied for registration and accreditation of curriculum (receipt as evidence is available) proposed course = 2 marks***
- ***Unaccredited curriculum and not even have applied for accreditation of curriculum for the proposed course = 0 marks***
=====
- ***Sufficient lecture rooms (can accommodate the proposed number of trainees, having proper lightning, ventilation and aisles)² = 5 marks***
- ***Insufficient lecture rooms (above or below specified seat ratio in terms of occupancy) (could not accommodate the proposed number of trainees) = 0 marks***
=====
- ***Ideal room size in terms of seating capacity 25/1= 5 marks***
- ***Room size in terms of seating capacity more than 25/1but less than 30/1= 3 marks***
- ***Room size in terms of seating capacity 30/1= 1 marks***
- ***M***
- ***ore than 30 trainees per lecture room= 0 marks***
=====
- ***Fully³ equipped (Training laboratory/workshop equipment meets the latest technical requirements as specified in curriculum for the proposed trade. Besides workstations with devices are proportionate to the proposed number of trainees; and the training material/equipment/instruments corresponds to the proposed number of trainees:13 marks + multimedia =02 marks=Total 15marks***
- ***Inadequately equipped⁴ (Training laboratory/workshop equipment does not meet the latest technical requirements as specified in curriculum for the proposed trade. Besides workstation with devices have the ratio of 1 computer: 2 trainees; and the training material/equipment/instruments corresponds to the proposed number of trainees: 13 marks + multimedia =02 marks=Total 10 marks***
- ***Laboratory/workshop are available but poorly equipped or equipment is in dilapidated condition (does not have training material corresponding to the number of proposed trainees or equipment is not in working condition):0 marks***

² The ideal room size for (technical trainings) in terms of seating capacity is 25 trainees per room

³1 computer=1 trainee, 1 Sewing Machine= 1 trainee, 1 Beautician Counter and Chair= 5 trainees, 1 training board for engineering related training=3-5 trainees (equipment sufficient enough to facilitate all trainees in doing hands on work simultaneously)- in simple words fully equipped is defining a laboratory/workshop that is perfectly furnished in accordance with the requirement for the trades for training delivery

⁴1 computer=2 trainees, 1 Sewing Machine= 2 trainees, 1 Beautician Counter and Chair= 8 trainees, 1 training board for engineering related training=6-7 trainees (equipment is not sufficient enough to facilitate all trainees in doing hands on work simultaneously)- in simple words inadequately equipped is defining a laboratory/workshop that has tools and training requisite in accordance with the requirement for the trades for training delivery, but in lesser quantity than is required

- *Laboratory/workshop are available but not equipped at all (a vacant space-does not have equipment as required to execute the training):0 marks*
=====
- *Backup resource5 KVA or more= 3 marks*
- *Backup resource2 and 2.5 KVA=2marks*
- *No backup resource or less than 2 KVA=0 marks*
=====
- *Other facilities (All additional facilities as listed in table are available in a usable condition) = 2marks*
- *Other facilities (Only drinking water and washroom/sanitation facility are available) = 1 mark*
- *No facilities are available or if washroom facility is available but without water and sanitation) = 0 mark*

T.C.III. Training Experience and Relevant Information (for each course proposed)

Max Marks 20

<i>Trades/ Courses successfully run by the Institute/ Organization</i>	<i>Year of Training</i>	<i>Duration of Training</i>	<i>Number of Enrolled Trainees</i>	<i>Number of graduated Trainees</i>	<i>Number of graduates Placed on Job</i>	<i>Marks Secured</i>
<i>(Only mention those certificate or diploma courses which are registered with recognized certificate / Diploma awarding Board, University (National or International). (Please use extra sheet if required).</i>	<i>T.C.III.1</i>	<i>T.C.III.2 (5)</i>	<i>T.C.III.3 (5)</i>	<i>T.C.III.4 (5)</i>	<i>T.C.III.5 (5)</i>	
<i>e.g Welding</i>	<i>2010-2016</i>	<i>6</i>	<i>450</i>	<i>360</i>	<i>216</i>	
<i>e.g Beautician</i>	<i>2015-16</i>	<i>4</i>	<i>100</i>	<i>80</i>	<i>48</i>	

Marking Key:

- *Minimum4 or more years of delivery of 4-12 months training in each trade/course, enrollment in numbers 500 or more, graduate in percentage 90% or more of the enrollment and employment 60% or more of the graduate=20 marks*

- *Minimum 4 or more years of delivery of 4-12 months training in each trade/course, enrollment in numbers 300 or more but less than 500, graduate in percentage 80% or more but less than 90% of the enrollment and employment 50% or more but less than 60% of the graduate=18 marks*
- *Minimum 4 or more years of delivery of 4-12 months training in each trade/course, enrollment in numbers 100 or more but less than 300, graduate in percentage 60% or more but less than 80% of the enrollment and employment 40% or more but less than 50% of the graduate=16 marks*
=====
- *3yearsof delivery of 4-12 months training in each trade/course, enrollment in numbers 500 or more, graduate in percentage 90% or more of the enrollment and employment 60% or more of the graduate=14 marks*
- *3years of delivery of 4-12 months training in each trade/course, enrollment in numbers 300 or more but less than 500, graduate in percentage 80% or more but less than 90% of the enrollment and employment 50% or more but less than 60% of the graduate=12 marks*
- *3years of delivery of 4-12 months training in each trade/course, enrollment in numbers 100 or more but less than 300, graduate in percentage 60% or more but less than 80% of the enrollment and employment 40% or more but less than 50% of the graduate=10 marks*
=====
- *2years of delivery of 4-12 months training in each trade/course, enrollment in numbers 500 or more, graduate in percentage 90% or more of the enrollment and employment 60% or more of the graduate=08 marks*
- *2 years of delivery of 4-12 months training in each trade/course, enrollment in numbers 300 or more but less than 500, graduate in percentage 80% or more but less than 90% of the enrollment and employment 50% or more but less than 60% of the graduate=06 marks*
=====
- *3years of delivery of 4-12 months training in each trade/course, enrollment in numbers is less than 100, graduate in percentage is less than 50% of the enrollment and employment is less than 40% of the graduate=04 marks*
- *Minimum 4 or more years of delivery of 4-12 months training in each trade/course, enrollment in numbers is less than 100, graduate in percentage is less than 50% of the enrollment and employment is less than 40% of the graduate=02 marks*
- *Six months to 1 year experience in training delivery, enrollment in numbers is less than or equal to100, graduate in percentage is equal to or less than 50% of the enrollment and employment is less than 40% of the graduate =01mark*
=====
- *No experience in training delivery =0 marks*

T.C.IV Human Resource Capacity: (Use extra sheet if required)**Max Marks = 25**

<i>Sr. #</i>	<i>Name of Faculty/ HR</i>	<i>Designation</i>	<i>Qualification</i>	<i>Experience in the relevant trade(s)</i>	<i>Email</i>	<i>Cell #</i>
T.C.IV.1	Management Staff					
T.C.IV.2	Trainers / Instructors*					
T.C.IV.3	Support Staff					

**Availability of professional Trainers / Instructors is a must. In case, for any reason, a substitute is proposed, for any trainer / instructor; such substitute should have equivalent and/or better qualifications and experience than the original trainers / instructors. CV of the substitute should also be shared with the PA for their consent on the proposed change.*

Marking Key: (CVs of all proposed staff and trainers are mandatory)

Management Staff =Total marks 03

- ***Bachelor or Masters in any discipline+ management experience of 2 or more years= 3 marks***
- ***Bachelor in any discipline+ management experience of 1= 2 marks***
- ***No staff= 0 marks***

=====

Trainers / Instructors =Total marks 20

- ***Tutor should have diploma/bachelor/masters matching the requirement of the curriculum for proposed trade+ experience of 5 or more years in the relevant trade)= 20 marks***
- ***Tutor should have diploma/bachelor/masters matching the requirement of the curriculum for proposed trade+ experience of 2 or more years but less than 5 in the relevant trade)= 18 marks***
- ***Tutor should have certificate/bachelor matching the requirement of the curriculum for proposed trade+ experience of 5 or more years in the relevant trade)= 15 marks***
- ***Tutor should have certificate/bachelor matching the requirement of the curriculum for proposed trade+ experience of 2 or more years but less than 5 in the relevant trade)= 12 marks***
- ***Tutor does not have qualification matching the requirement of the curriculum for proposed trade but has experience of 5 or more years in the relevant trade = 10 marks***
- ***Tutor does not have qualification matching the requirement of the curriculum for proposed trade but has experience of 2 or more years but less than 5 in the relevant trade = 8 marks***
- ***Tutor is literate but does not have any kind of academic qualification; yet has experience of 5 or more years in the relevant trade = 6 marks***
- ***Tutor has diploma/bachelor/masters matching the requirement of the curriculum for proposed trade but no experience in the relevant trade =4 marks***
- ***Tutor has diploma/bachelor/certificate matching the requirement of the curriculum for proposed trade but no experience at all= 2 marks***
- ***No tutor= 0 marks***

=====

Support Staff=Total marks 02

- ***Atleast literate+ experience of 2 or more years= 2 marks***
- ***No educational qualification + experience of 2 or more years= 1 marks***
- ***No staff= 0 marks***

T.C.V Forward Linkages for Employment (for each course proposed)

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

(Please attach documents viz. MoU / Contract)

Max Marks = 10

<i>Name of minimum 3 Organizations / Firms / Industries (Use extra sheet if required. Employers and partners involved in the design and delivery, including internships and on-job training and job placement of graduates)</i>	<i>Nature of Linkage (Formal / Informal) T.C.V.1</i>	<i>Percentage of graduates placed T.C.V.2</i>	<i>Years of Continual Linkage T.C.V.3</i>	<i>Marks Secured</i>

Marking Key:

- *Minimum 2 or more years' continual linkage for the purpose of job facilitation with at least 3 or more organizations= 10 marks*
- *Minimum 2 years' continual linkage for the purpose of job facilitation with at least 2 organizations= 8 marks*
- *1 year linkage for the purpose of job facilitation with at least 3 organizations= 6 marks*
- *1 year linkage for the purpose of job facilitation with at least 2 organizations= 4 marks*
- *6 months or less continual linkage for the purpose of job facilitation with at least 2 organizations= 2 marks*
- *No continual linkage for the purpose of job facilitation with any organization= 0 marks*

T.C.VI Financial Strength**Max Marks = 10**

T.C.VI.1	Value of assets	05	
T.C.VI.2	Annual Turnover	05	

*(Please attach documents)***Marking Key:***Value of assets (Not less than the total cost proposed in financial proposal- cumulative for all the proposed trades)*

- 5 million and above=05 marks
- 2.5 million and more but less than 5 million=03 marks
- 1.5 million and more but less than 2.5 million =02marks
- Upto1 million =01marks

=====

Annual Turnover (For last three years, each year must not be less than the total cost proposed in financial proposal- cumulative for all the proposed trades)

- 5 million and above for each year =05 marks
- 2.5 million and more but less than 5 million for each year =03 marks
- 1.5 million and more but less than 2.5 million for each year =02 marks
- Up-to 1 million for each year =01 marks