



Training Manual Regulations 2026

**Benazir Bhutto Shaheed
Human Resource Research & Development**

Preface

Training manual regulations provides broad operational guidelines to the Board for overall training specific operations. Each section of these regulations is to define 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 implementing 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 are periodically revised in order to meet the ever-changing training program requirements.

This manual was approved by the Board in its 21st meeting held on 5th August, 2026.

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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Acronyms

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
AD OF THE DMU	Assistant Director
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 Model
NEP	National Education Policy
OJT	On Job Training
PD	Project Director
PFT	Proposal for Training
PMU	Project Management Unit
PNC	Pakistan Nursing Council
PSW	Public Sector Training Wing
PSTW	Private Sector Training Wing
RC	Regional Consultants
RCC	Regional Coordination Committee
RFP	Request for Proposal
SBTE	Sindh Board of Technical Education
SMF	Sindh Medical Faculty
SPPRA	Sindh Public Procurement Regulatory Authority
TNA	Training Needs Assessment
TTB	Trade Testing Board
TW	Training Wing

Section-I

About Board

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 a Chairperson and a Secretary. The members of the Board represent Chambers of Commerce & Industry, 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.4 Mission:

To undertake research and develop human resource by providing range of skills through trainings for un-employed youth of 18 to 35 years and to facilitate employment for such graduates in Sindh in collaboration with the business sector

Section-II

Program Implementation

II.1 Board-The Apex Body

- II.1.1 The BBSHRRDB is the apex policy formulation body headed by the Chairperson.
- II.1.2 The Board has to provide the leadership and guidance to steer the program activities.

II.2 Procurement Committee

To procure competitively, the procurement rules of the government of Sindh have been adapted in both the private sector as well as the public sector institutions for standardized procurements

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/Board; 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 the main 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), AD Assistant Directors of the HQ, and Assistant Director of the DMUs 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, AD of the DMU s 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 Assistant Director and District Monitoring Unit

- II.4.1 AD of the DMU in his overall duties and responsibilities will be accountable to Secretary of the Board and the Director- Training. AD of the DMU will report to respective PO in all reports relating to training institutes. AD of the DMU 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 AD of the DMU 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 AD of the DMU 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. AD of the DMU 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 AD of the DMU 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 Assistant Directors

- 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 AD of the DMUs s, will be the core responsibilities of the AD. Preferably, AD will approach the service provider through DMU/AD of the DMU and will avoid direct contact with the service provider unless required by the head office or by the compelling circumstances.
- II.5.2 AD 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 AD 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 AD will be responsible for the generation of sheets for the training cost and stipend in coordination with FMIS

- II.5.5 AD 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

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

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

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 or private 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 its offered trades. The relevant experience and past performance not only reflect training institutes' ability to deliver better outcomes but also helps ensure to filter out training institutes that do not perform.

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'/Trainers' 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 Institutions under government or private administration having the required infrastructure to undertake the skill development training programs. 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

III.2.3 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

III.2.4 Grades shall be awarded based on the parameters at para III.1 of this section following marking key.

III.3 Key Performance Indicators

III.3.1 Purpose

The Key Performance Indicators (KPIs) Framework of BBSHRRDB is designed to provide a balanced and practical mechanism for measuring the performance of the Board, its training programmes, training providers and relevant Directorates.

The framework contains strategic institutional development with operational performance, while maintaining emphasis on training quality, employment outcomes, accountability, labour-market relevance and evidence-based improvement.

The framework is intended to ensure that BBSHRRDB's performance is measured not merely by the number of trainees trained, but by the complete results chain:

Labour-Market Demand / TNA → Curriculum → Training → Assessment → Certification → Employment/Self-Employment → Tracer Study → Impact Evidence → Programme Improvement

III.3.2 BBSHRRDB KPI Framework

Sr.	Performance Area	Major Key Performance Indicators	Indicative Target	Weight
1	Access, Enrolment & Inclusion	Approved enrolment achieved; female participation; participation of PWDs and vulnerable groups; district coverage; equitable rural/urban access	≥95% approved enrolment; approved inclusion targets; planned district coverage	10%
2	Training Delivery & Quality	Attendance; completion; qualified trainers; trainer availability; curriculum compliance; practical training; infrastructure, equipment and tools; baseline verification; trainee satisfaction	Attendance ≥85%; completion ≥90%; 100% baseline verification and essential compliance	15%
3	Assessment & Certification	Competency assessment; pass rate; assessment integrity; timely certification; documentation of competency achievement	Pass rate ≥85%; certification within 30 days	10%
4	Employment & Economic Outcomes	Employment/self-employment within six months; apprenticeship/internship placement; employer satisfaction; graduate satisfaction; income progression	≥60% employment/self-employment; ≥80% employer satisfaction; income progression measured	20%

Sr.	Performance Area	Major Key Performance Indicators	Indicative Target	Weight
5	Tracer Studies & Impact Evaluation	Graduate tracing; independent employment verification; employment retention; income progression; skills relevance; employer feedback; programme improvements based on findings	Phase wise tracer plan implemented; ≥80% graduates traced; reported outcomes independently verified	10%
6	Labour Market Research & Skills Intelligence	District TNAs; labour-market studies; sector skills studies; emerging occupations; skills-demand forecasting; policy briefs; research reports; Skills Observatory/data systems	Annual approved research plan implemented; District TNA coverage as approved	8%
7	Curriculum, CBTA & Standards Development	New curricula; curriculum revision; CBTA/NVQF alignment; industry validation; emerging trades; assessment packages; RPL-related development; periodic review	Annual approved targets; 100% applicable curricula reviewed/validated within prescribed cycle	8%
8	Industry Linkages & Partnerships	Functional industry MoUs; employer engagement; curriculum validation; apprenticeships; internships; job-placement partnerships; university/international partnerships	Annual approved targets; partnerships measured by actual activities/results, not MoUs alone	7%
9	Governance, Monitoring, Financial & MIS Compliance	Training-provider monitoring; audit compliance; budget utilization; procurement compliance; MIS reporting; data accuracy; stipend transparency; complaint resolution; corrective actions	≥95% compliance; 100% timely MIS reporting; corrective actions ≥90%	7%
10	Institutional Development, Innovation & Digital Transformation	Staff professional development; institutional research capacity; SOP development/review; knowledge management; digitalization; MIS/dashboard development; innovation initiatives; organizational learning; performance management	Annual institutional development plan implemented; ≥80% relevant staff covered by professional development; annual digital/innovation targets achieved	5%
TOTAL				100%

III.3.3 Institutional Development KPIs

BBSHRRDB shall not be assessed solely on programme implementation. Its own institutional capacity and development shall also be measured.

Key institutional development indicators shall include:

- I. Implementation of the approved Annual/Strategic Work Plan.
- II. Professional development and capacity-building of officers and staff.
- III. Development and periodic review of institutional SOPs and guidelines.
- IV. Strengthening of research and labour-market intelligence capacity.
- V. Development of digital MIS, dashboards and data-management systems.
- VI. Institutionalization of Tracer Studies and impact evaluation.
- VII. Development of partnerships with industry, academia and development organizations.
- VIII. Publication and dissemination of research and policy outputs.
- IX. Introduction of innovative and emerging training approaches.
- X. Improvement in internal coordination and evidence-based decision-making.
- XI. Timely use of KPI results for programme planning, budgeting and management decisions.

Note: Institutional development shall therefore be treated as a measurable performance responsibility rather than an incidental administrative activity.

III.3.4 Programme & Training Provider KPI

The following operational KPIs shall be applied to individual training programmes and training providers, largely retaining the Chairman's practical performance approach:

- I. Enrolment against approved target.
- II. Trainee attendance.
- III. Course completion.
- IV. Qualified and available trainers.
- V. Compliance with approved curriculum.
- VI. Availability of required tools, equipment and facilities.
- VII. Compliance with baseline verification requirements.
- VIII. Competency assessment and pass rate.
- IX. Timely certification.
- X. Trainee satisfaction.
- XI. Employment/self-employment after completion.
- XII. Employer satisfaction.
- XIII. Compliance with monitoring requirements.
- XIV. Accuracy and timely submission of MIS data.
- XV. Financial/stipend transparency.
- XVI. Complaint resolution.
- XVII. Corrective action implementation
- XVIII. These indicators shall be scored through a standardized assessment mechanism so that training providers can be objectively compared.

III.3.5 Section-Level Cascading

To ensure ease of implementation, the corporate KPIs shall be cascaded only to the Sections that are directly responsible for their achievement.

Directorate / Function	Principal KPI Areas
Training Programmes	Enrolment, completion, attendance, certification, employment, provider performance
Research & Development	TNA, labour-market research, skills intelligence, tracer studies, policy briefs
Curriculum & Standards	Curriculum development/revision, CBTA, NVQF alignment, industry validation
Quality Assurance / Monitoring	Baseline verification, monitoring, quality audits, corrective actions
Finance & Procurement	Budget utilization, procurement, financial compliance, audit observations
HR & Administration	Staff development, performance management, SOPs, organizational capacity
MIS / IT	Data accuracy, reporting, dashboards, digital systems, data security
Management / Board Secretariat	Strategic planning, partnerships, institutional performance and policy decisions

The same KPI shall not be unnecessarily duplicated across Sections. Each KPI shall have a designated responsible unit.

III.3.6 KPI Implementation Principles

For ease of implementation and to avoid creating an excessive reporting burden, each KPI shall have:

- I. One clearly defined indicator.
- II. One responsible Section / Officer.
- III. Clearly defined formula or measurement method.
- IV. Clearly defined principal data source.
- V. One reporting frequency.
- VI. One verification mechanism.
- VII. Documentary evidence wherever applicable.

KPIs shall be integrated into existing BBSHRRDB reporting, monitoring and MIS systems rather than creating parallel reporting structures.

Reporting Frequency

Type of Indicator	Frequency
Attendance/training progress	Weekly/Monthly
Enrolment, completion and MIS	Monthly
Quality and compliance	Quarterly
Financial and governance performance	Quarterly
Employment outcomes	Six-monthly
Tracer/impact studies	Phase wise
Institutional KPI assessment	Annual

III.3.7 Performance Rating

The overall performance score shall be calculated according to the approved KPI weights.

Score	Rating	Management Response
90-100	Excellent	Recognition/continuation of good practices
80-89	Very Good	Continue with targeted improvements
70-79	Good	Improvement where required

Score	Rating	Management Response
60–69	Satisfactory	Performance Improvement Plan
Below 60	Unsatisfactory	Corrective action and performance review

For training providers, persistent unsatisfactory performance may result in a Performance Improvement Plan and, subject to applicable rules and contractual provisions, warning, suspension or de-listing.

III.3.8 Data Integrity and Verification

Performance shall be based on **reliable, timely and verifiable evidence**.

Particular care shall be taken in verifying:

- | | |
|-----------------------|----------------------------------|
| I. trainee enrolment; | VI. self-employment; |
| II. attendance; | VII. income progression; |
| III. completion; | VIII. employer satisfaction; and |
| IV. certification; | IX. tracer-study findings. |
| V. employment; | |

Where reasonably practicable, major outcome indicators shall be independently verified through employer confirmation, graduate tracing, documentary evidence, MIS cross-checking, third-party evaluation or other approved verification mechanisms.

Note: No KPI achievement should be recognized solely on the basis of unverified self-reported data where independent verification is reasonably practicable.

III.3.9 Expected Institutional Results

The integrated KPI framework is expected to enable BBSHRRDB to:

- I. improve access to relevant and quality TVET;
- II. strengthen accountability of training providers;
- III. increase employment and self-employment outcomes;
- IV. institutionalize regular tracer studies and impact evaluation;
- V. align training with labour-market and industry demand;
- VI. strengthen CBTA/NVQF-aligned curriculum development;
- VII. improve industry and employer engagement;
- VIII. strengthen research and skills intelligence;
- IX. improve financial, administrative and MIS accountability;
- X. develop the professional and institutional capacity of BBSHRRDB;
- XI. promote digitalization and innovation; and
- XII. establish a culture of evidence-based planning, continuous improvement and results-oriented management.

III.3.10 Conclusion

The BBSHRRDB Integrated KPI Framework provides a practical mechanism through which performance can be measured at three interconnected levels: BBSHRRDB as an institution, its programmes/training providers, and the responsible Directorates. The framework should therefore be used as a common institutional performance framework, with detailed KPI definitions, formulas, annual targets, data sources and verification procedures developed subsequently through a BBSHRRDB KPI Dictionary/Implementation Manual.

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 honoraria 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	Assistant Director
Training Plan	PSTP	Before start of training	Assistant Director
Confirmation of Account Opening	PSTP	Within one (01) month of training commencement	Assistant Director
Monthly Attendance Report (Hard Copy)	PSTP	Monthly	Program Officer
Test Results	PSTP	Monthly	Assistant Director& Deputy Director/ Director (Training)
List of Trainees Registered with Certifying Agency	PSTP	Before completion of 50% curriculum	Assistant Director
Report on Career Guidance and Counselling	PSTP	With completion of 75% curriculum	Assistant Director
Course Completion Report (Summary)	PSTP	Immediately after training completion	Assistant Director/Director (Training)
Course Completion Report (Employment Facilitation Status)	PSTP	Within three (03) months of training completion	Assistant Director/Director (Training)

Types of Reports	Responsibility	Timeline / Frequency	Reviewed / Approved by
Report on Certification Ceremony	PSTP	Within three (03) months of training completion	Assistant Director
Program Monitoring Report (PMR)	Representative of Training Wing	Random (at least three (03) visits in a month of each training facility)	Assistant Director/ Assistant Director (M & E)
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 are required to send “Feedback Form” to TW every weekend during training. All training partners of public and private sector institutes conducting training under the program will ensure that the feedback form is filled completely by the trainees and sent to TW regularly without fail.
- III.5.2 The faculty of the partnering institute and the management will also fill the feedback form detailing the training imparting during the week under report.
- III.5.3 The M&E wing at the HQ will evaluate the feedback forms and place their report before the management of the Board for necessary directions.

Section-IV

Procurement and Contract Administration

IV.1 Introduction

- IV.1.1 The Board shall notify Procurement Committee for all the procurements in the light of SPPR.
- IV.1.2 Such procurement committee will function under SPPR 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 ADs at HQ and DMU 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. 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 Failing 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 Failing 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 who tries to influence the procurement process 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 provided to the service provider/consultant concerned.

Section-V

Trainee Selection Stipend Payment and General Information

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/ training partners may be considered by the Board

V.2 Trainees' Selection and Placement Criteria

- V.2.1 Age relaxation in the terms of 15-40 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:
- I. Female candidates.
 - II. 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 SPP Rules 2010.
- V.3.2 All the legal provisions and requirements of SPP Rules 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.gos.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 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 letters will also be shared with Head Office-BBSHRRDB 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 Head Office-BBSHRRDB. 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 In-charge. All trainees in attendance shall sign the attendance sheet and mark their attendance on MIS 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 Partner Training Institute on the attendance of three visits noted by ADs or AD OF THE DMU s 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 AD OF THE DMU 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.6.1.1 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. 5,000 per month or as revised time by time; for actual training period as per available provisions.
- V.6.1.2 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.6.1.3 Dislocation allowance will be considered to a trainee on production of either of following documents:
- I. Attested copy of Domicile
 - II. Attested copy of CNIC
 - III. 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 Leave to Trainees

- V.7.1 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. Leave of more than two days may be granted by the Deputy Director (Training) at the head quarters
- V.7.2 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.7.3 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 15 days, in special circumstance that the training loss would be recoverable.
- V.7.4 Sanctioned leave will be considered as absence with permission in calculating the attendance.
- V.7.5 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.8 Dual Registration

- V.8.1 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.8.2 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.8.3 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.8.4 In case a trainee is found furnishing fake, fraudulent, bogus, manipulated information to justify his/her training; he/she will be expelled from training and his certificate, if issued, will be cancelled.

V.9 Graduation Ceremony and Distribution of Certificates

- V.9.1 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.10 Micro Financing

- V.10.1 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 as 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.10.2 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

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.

VI.2. Intimation of Training Initiation

VI.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 Procurement Committee and make necessary recommendations to the competent forum of the Board.

Training Schedule/Implementation Plan

S#	Activity	Date
1	Publication of advertisement to call proposals	
2	Advertisement to call applications from youth	
3	Opening of technical proposals	
4	Preparation of files	
5	Verification of registration certificates from certificate issuing authority	
6	Constitution of baseline teams	
7	Baseline visit and submission of visit report	
8	Finalization of technical evaluation	
9	Opening of financial proposals of only technically qualified proposals and recommendation for award of contract	
10	Finalization of combined evaluation results	
11	Authorization by the Board—approving award of the contract	
12	Contract signing	
13	MIS Updation	
14	Training commencement	

VI.3 Selection and Contracting with Training Providers

VI.3.1 Advertisement for Request for Proposal is published in leading Newspapers to invite the proposals. RFP is prepared in accordance with the Sindh Pubic 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.3.2 Formally registered technical training institutes may apply only. A training institute will apply for training in response to the RFP published in newspapers and submit technical and financial proposals.
- VI.3.3 The RFP documents must be submitted on E-pads 2.0/E-SADS 2.0 before the closing date.
- VI.3.4 Filling a Single Stage Two Envelope (SSTE) RFP on E-PADS 2.0/E-SADS 2.0 involves submitting separate technical and financial proposals simultaneously. The system evaluates the technical proposal first; only compliant bidders move to the financial stage.
- VI.3.5 Interested training providers are to ensure that they are registered on the e-Pak Acquisition and Disposal System and follow these steps:

Step 1: Log-In and Access the RFP

- I. Log in to E-PADS v2.0/ E-SADS v2.0 using your training provider credentials.
- II. Navigate to your dashboard and locate the **"Active Tenders"** or **"Procurement Opportunities"** section.
- III. Find the specific RFP you are bidding on and click **"View Details"** or **"Participate."**

Step 2: Download and Prepare Bidding Documents

- I. Download all attached RFP documents, the Bid Data Sheet (BDS), and the technical and financial templates.
- II. Prepare your technical and financial documents separately according to the criteria defined in the RFP.
- III. Obtain your Bid Security. A scanned copy must be uploaded, and the original must be physically submitted to the BBSHRRDB before the deadline.

Step 3: Upload the Technical Proposal

- I. In the tender workspace, locate the "Technical Proposal" envelope/section.
- II. Upload all required technical documents (institute profiles, trade registration certificates, audited financial statements for the last financial year from a registered chartered accountant firm , list of equipment, curriculum, etc.).
- III. Do not include any pricing information in this envelope. Doing so will lead to immediate disqualification.

Step 4: Upload the Financial Proposal

- I. Navigate to the separate "Financial Proposal" envelope/section.
- II. Upload the filled-out technical data, financial spreadsheets, and any other required price-related documents as specified in the RFP.

Step 5: Submit the Proposal

- I. Review both sections for accuracy.
 - II. Sign/Submit your proposal using your digital signature or EPADS/ESADS security verification.
 - III. Ensure you submit before the exact closing date and time. Manual or late submissions are not accepted
- VI.3.6 Selected training providers will sign a contract with the Board for each campus offered for imparting training. The Contract will contain the ToRs for imparting training. The signatories of the Contract will abide by these ToRs.

VI.4 Prerequisite of Technical Proposals of Training Providers

- VI.4.1 Registration with Sindh Board of Technical Education (SBTE) or any certificate awarding body that certifies short term skill development courses or having the status of certificate awarding entity is a pre-requisite
- VI.4.2 Readily available and adequate infrastructure,
- VI.4.3 Experience of institute/organization in the offered course and evidence of post training employment facilitation,
- VI.4.4 Experience in training courses and their type and duration supported by training plan and baseline facilities of institute(s),
- VI.4.5 The course curriculum will be provided by the Board but course plan in terms of daily or weekly delivery of course content needs to be submitted by the training provider
- VI.4.6 Cost of course material and equipment for the trainees and tutors per course shall be incorporated.
- VI.4.7 Estimated market demand of the trained manpower,
- VI.4.8 Names, qualification, cell number and experience of tutors allocated for each course,
- VI.4.9 Evidence of training, private trainees & placement would be preferred.
- VI.4.10 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.4.11 Technical proposal must contain a determination by short listed training providers to ensure facilitation for employment of a required percentage of trained graduates (see the definition of employment at para as required by the head office-BBSHRDB.
- VI.4.12 Valid NTN/SRB registration in the name of the organization.

VI.5 Role of Training Providers

- VI.5.1 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:
- I. 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.

- II. 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 monthly attendance report on stipulated format and all necessary reports when required by the focal person designated for the purpose by the Training Wing..
- III. 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 the Head Office course completion report on stipulated format,
- IV. Act and comply all related instructions from PSTW/Focal Officer.

VI.6 Role of Training Wing

VI.6.1 The Training Wing shall:

- I. notify a focal person responsible for delivering all necessary guidance to the training providers for discharging their responsibilities;
- II. release stipend of trainees, training cost of training provider after due considering all necessary documentary requirements;
- III. 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;
- IV. communicate proper corrective instructions in the light of findings/PMRs thereof to the training providers to complete the training peacefully as per the contract;
- V. Verify the employment facilitation status as submitted along with course completion report in the light of relevant clauses of the contract.

VI.7 Pre-requisites for processing of training cost

VI.7.1 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.7.2 The file route for processing of training cost and stipend is simplified in the form of the flow chart as under

- VI.7.3 The process of verification will be completed by the end of 1st month of training. Any trainee/CNIC not verifiable and duly intimated by the MIS will be removed from the portal and the intimation will be furnished to the service provider, AD OF THE DMU and AD concerned. MIS and training wing will ensure the compliance of this para.
- VI.7.4 The eligibility of a trainee for the program interalia is valid CNIC and the domicile. Domicile holders of provinces other than Sindh are ineligible for training.
- VI.7.5 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 AD OF THE DMU will extend all possible support to the institute or service provider. AD concerned will be responsible to ensure the meeting of timelines.
- VI.7.6 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 AD OF THE DMU up to the signing authority. Submission of invoice along with requisite documents will be the responsibility of service provider

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:

- I. Direct/Timescale basis (from unemployed to employed or from lower wages to higher wages);
- II. Self-basis (establishment of business/entrepreneurship etc);
- III. Indirect basis (when one is qualified in one field but gets employment in another field);
- IV. Wage basis (when one is engaged in earnings on regular or irregular basis with breaks);
- V. 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

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

VI.11 Foreign Funded Training

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

VII.1 About MIS

The Board has launched Management Information System (MIS). 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 (<https://bbshrrdb.gos.pk/>)

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

VII.2.1 Front View:



- I. Detailed information and links related to Training Wing, DMUs, PMUs and PSTPs dashboard.
- II. Online Application Form, E-Registration and Attendance System.
- III. List of leading courses, Achievements, Reports and Documents.

VII.2.2 Database and Back End MIS Panels:

- I. This is dedicated database website with MySQL backend DB support
- II. Dedicated MIS Panels for managing E-Registration and attendance, BBSHRRDB System, BBSHRRDB Master DB, E-PMR system and BBSHRRDB Auto Placement System.

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.

- I. to check whether training already availed in trainees' database
- II. to check already submitted application database using provided CNIC
- III. to Check age from given date of birth.

VII.3.3 Main application form will be accessible when above mentioned checks are 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 shows the 'Registration Form' for the Benazir Bhutto Shahid Human Resource Research & Development Board. The page has a header with the board's name and a 'Calculator' icon. Below the header, there is a 'Registration Form' box with fields for 'Candidate CNIC' (with an example number 415848114561) and 'Date of Birth' (with a date picker set to mm/dd/yyyy). A 'CHECK' button is located below these fields. At the bottom, there is an 'Applicant Details' section with fields for 'Candidate Name' and 'Email Address'.

Online Application Form

The screenshot shows the main 'Online Application Form' for the Benazir Bhutto Shahid Youth Development Program. The page has a header with the board's name and a 'Calculator' icon. Below the header, there is a 'First Choice' section with dropdown menus for 'Sector', 'Trade', 'District', 'Town/Village', and 'UC'. Below this is a 'Second Choice' section with similar dropdown menus. Below that is a 'Third Choice' section with similar dropdown menus. At the bottom, there is an 'Applicant Details' section with fields for 'Candidate Name' and 'Email Address'.

VII.4 Online Placement

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

Placement

Select District:

Select Town:

Select UIC:

Select Qualification:

Select Gender:

Select Trade 1:

Select Trade 2:

Select Trade 3:

Quick Search:

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 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.

Registration (Reporting Module)

Registration (Reporting Module)

Education:

Personal Information

Given Name:

Given Name (CNC):

Number Of Family Members:

Quarter Profession:

Monthly Income:

Number Of Unemployed Family Members:

House Hold Monthly Income:

Monthly Consumption:

Project Month (As Mentioned On CNC):

Project Year/Taxation (As Mentioned On CNC):

Graduate Status:

Employment Status:

Additional Information

Trainee Added By:

Trainee Added On:

Screen Shot of Registration Based Data

Benazir Bhutto Shaheed Human Resource Research & Development Board

Registered Trainees

Sr	Picture	Name	Father Name	CNC	Trade	Date Of Birth	Gender	Overseer	Mobile Number	Bank Name	Account Number	Training Provider	Date of Registration	Remarks
1		ARSHAD HUSSAIN	ERIC HANID	41124022041	Armed Development	1984-11-19	Male	Karachi South	03333805863	25	240377611		2017.09.18 13:30:17	Clear
2		ABDUL QAYYUM BIDDAR	SHAHANVAZ BIDDAR	42411380335	Armed Development	1986-11-29	Male	Karachi South	03037708951	25	240580714		2017.09.18 13:30:18	Clear
3		AHSAN RUFFANI	ABDUL QADIR	42201010191	Armed Development	1986-11-27	Male	Karachi South	03237372810	25	240278240		2017.09.18 13:40:23	Clear
4		KOMAL ALEEM	MUHAMMAD ALEEM	42101620313	Armed Development	1984-04-23	Male	Karachi South	03410217886	25	240520232		2017.09.18 14:40:19	Clear
5		SAHEED RAZA HUSSAIN	MUHAMMAD HUSSAIN	42201087237	Armed Development	1986-05-25	Male	Karachi South	03038278107	8			2017.09.18 17:27:02	Clear

-E-Registration (Electronic ID card)

Registration (Electronic Offer Letter)

VII.7.2 Login Page



VII.7.3 Training Provider Interface



Marking Key for Technical Proposal of RFP Phase XVII (2026-27)

PART TC: 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.

Code	Required Information	Attached/ Not Attached	
TC.1	Valid Registration Certificate Number & Date of Registration from NAVTTC, STEVTA, TTC, SBTE, STEDA, HEC, PEC, PMDC, SMF, PNC, 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>(Write name of the certifying body and attach relevant document)</i>	
TC.2	Curriculum of the applied training accredited by relevant authority	Yes ☐	No ☐
TC.3	National Tax Number or Free Tax Number in the name of organization <i>(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>	
TC.4	Sindh Revenue Board Registration Number	<i>(Write down the tax number here and attach relevant document)</i>	
TC.5	Audited Financial Statement of Last Year preferably by a Chartered Accountant Firm	<i>(Write down "Attached" here and attach one page declaration on the template given in this RFP)</i>	
TC.6	Is your Institute housed in owned or rented building?	Owned ☐ <i>(Attach any utility bill in the name of the owner)</i>	Rented ☐ <i>(Attach rent agreement or MoU, as the case may be)</i>
TC.7	Do you have experience for the training you intend to apply?	Yes ☐	No ☐
TC.8	Do you have relevant infrastructure and allied facilities for training?	Yes ☐	No ☐
TC.9	Do you have job facilitation mechanism for passed out graduates/trainees?	Yes ☐	No ☐
TC.10	Have you previously worked with BBSHRDB?	Yes ☐	No ☐
TC.11	If yes, has your contract ever been cancelled?	Yes ☐	No ☐
TC.12	If yes, in which training period (mention dates):		
TC.13	Was the payment withheld for non-fulfillment of terms & conditions of contract?	Yes ☐	No ☐
TC.14	If yes, in which training period (mention dates):		

T.C.I Previous Experience
Max Marks= 05

Code	Required Information	Max. Marks	Marks Secured
TC.I.1	Experience as training provider - Over 1 year as training provider with multiple completed assignments of similar nature and strong documentary evidence= 5 marks - Minimum 1year relevant experience or few completed assignments= 3 marks - No Relevant Experience or less than 1 year= 1 marks	5	

TC.II. Training Facilities and Infrastructure (for each training course proposed). Max Marks = 30

Code	Required Information	Response	Max. Marks	Marks Secured
TC.II.1	Curriculum accredited by relevant entity	☐ SBTE ☐ TTB ☐ SMF ☐ STEVTA ☐ NAVTEC ☐ City & Guilds ☐ STTB ☐ Any other, write name _____ - Accredited curriculum for the proposed course = 5 marks - Institute has applied for registration and accreditation of curriculum (receipt as evidence is available) proposed course = 2marks - Unaccredited curriculum and not even have applied for accreditation of curriculum for the proposed course = 0 marks	5	
TC.II.2	No. of Lecture Room	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 or more If more than 5, then write number _____ - Sufficient lecture rooms (can accommodate the proposed number of trainees, having proper lightning, ventilation and aisles) 1 = 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	5	
TC.II.3	Capacity of trainees / room	☐ 20/1 ☐ 25/1 ☐ 30/1 ☐ 45/1 ☐ 50/1	5	
TC.II.4	Laboratory/Workshop (if required) <i>Ideal proportion of equipment and trainee could be 1 computer 2 trainees, 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)</i>	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 or more If more than 5, then write number _____ ☐ Dedicated workshop ☐ Shared facility ☐ Mobile / temporary setup ☐ Industry partner facility	10	
	Training tools/ equipment in accordance with material requirement by the certificate awarding entity in its accredited curriculum for the proposed courses / trades	Training tools, equipment and facilities are available in functional condition in a number indicated in respective curriculum. ☐ Yes ☐ No <i>Below is a summarized list in this section. Please check the item and write the number in the corresponding column. Annex detailed item-wise list (with quantity)</i>		

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

Code	Required Information	Response		Max. Marks	Marks Secured
		to the technical proposal document.			
		Tools/Equipment/Re sources	Number		
		Core Training Equipment			
		☐ Hand tools ☐ Machinery / Equipment ☐ Electrical / Electronic tools ☐ IT / Computer-based tools ☐ Lab / Workshop equipment ☐ Safety gear (PPE) ☐ Other (please specify)			
Teaching & Learning Aids					
☐ Simulators ☐ Models / Mock-ups ☐ Training kits ☐ Software / Licensed applications ☐ Audio-visual aids ☐ Other (please specify)					
Multimedia Projector (if required)	☐ Yes ☐ No				
TC.II.5	Backup Generator (KVA)	☐ Yes ☐ No , If yes-----KVA		3	
TC.II.6	Other facilities (Please check on all available)	☐ Drinking water ☐ Washrooms/Sanitations (Mini 4 no. —1 for girls, 1 for boys, 1 for staff and 1 for faculty) ☐ Common room (for girls) ☐ Access to first Aid ☐ Canteen ☐ Any other (-----)		2	

Marking Key:

- =====
- Sufficient lecture rooms (can accommodate the proposed number of trainees, having proper lightning, ventilation and aisles)¹ = 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
 - More than 30 trainees per lecture room= 0 marks
- =====
- Fully²equipped (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

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

proposed number of trainees; and the training material/equipment/instruments corresponds to the proposed number of trainees:9 marks + multimedia =01 marks=Total 10marks

- Inadequately equipped¹ (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: 6 marks + multimedia =01 marks=Total 7 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
- 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 Course and Relevant Information (for each course proposed) Max Marks 15

Code	Trades/ Courses successfully run by the Institute/ Organization (Only mention those certificate or diploma courses which are registered with recognized certificate / Diploma awarding Board, university (national or international). (Please use extra sheet if required).	Response	Max. Marks	Marks Secured
TC.III.1	Name of trade/course		--	
TC.III.2	Year of Training (e.g 2025, 2026..etc)		--	
TC.III.3	Duration of Training (in months)		3	
TC.III.4	Number of enrolled trainees		3	
TC.III.5	Number of Graduates		4	
TC.III.6	Number of trainees placed on job		5	

Marking Key:

- Minimum 4 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=10 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=8 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=6 marks
=====
- 3years 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=4 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=3 marks

words fully equipped is defining a laboratory/workshop that is perfectly furnished in accordance with the requirement for the trades for training delivery

1 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

- 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=2 marks

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- 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=1 marks
- No experience or six months to 1 year experience in training delivery, enrollment in numbers is less than or equal to 100, graduate in percentage is equal to or less than 50% of the enrollment and employment is less than 40% of the graduate =1mark

T.C.IV Human Resource Capacity: (Use extra sheet if required) Max Marks = 30

Code	Name of Faculty/ HR	Designation	Qualification	Experience (in years) in the relevant trade(s)	Email	Cell #
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 10

- Bachelor or Masters in any discipline+ management experience of more than 5 years= 10 marks
- Bachelor in any discipline+ management experience of 3-5 years= 5 marks
- Bachelor in any discipline+ management experience of minimum 1 year= 2 marks
- No staff= 0 marks

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Trainers / Instructors =Total marks 15

- 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) = 15 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) = 13 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) = 11 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) = 9 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 = 7 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 = 5 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 = 3 marks
- Tutor has diploma/bachelor/masters matching the requirement of the curriculum for proposed trade but no experience in the relevant trade =2 marks
- Tutor has diploma/bachelor/certificate matching the requirement of the curriculum for proposed trade but no experience at all= 1 marks
- No tutor= 0 marks

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Support Staff=Total marks 05

- At least literate+ experience of 2 or more years= 5 marks
- No educational qualification + experience of 2 or more years= 2 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 will facilitate in provision of related materials.

(Please attach documents viz. MoU / Contract)

Max Marks = 10

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	Nature of Linkage (Formal / Informal) T.C.V.1	Percentage of graduates placed T.C.V.2	Years of Continual Linkage T.C.V.3	Marks Secured

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

(Please Attached Documents)

TC.VI.1	Value of Assets	05	
T.C.VI.2	Annual Turnover	05	

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=02 marks
- 1.5 million and more but less than 2.5 million =02marks
- Upto1 million =01marks

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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
- Upto 1 million for each year =01 marks

Secretary BBSHRRDB