



**Expression of Interest (EOI) Document for  
Short-listing of Firm/Business/Company for  
Workplace Based Training (WBT)**

**January, 2020**



## **INVITATION FOR EXPRESSION OF INTEREST (EOI) FOR WORKPLACE BASED TRAINING(WBT)**

### **Section 1: EXPRESSION OF INTEREST FOR EVALUATION OF APPLICANTS**

This invitation for Expression of Interest is made to invite applications from interested and eligible national firms registered in Pakistan under GOP rules and regulations.

EOI document could be obtained free of cost during office hours on all government working days after first date of publication of this EOI notice from KP-TEVTA or can be downloaded from the website <http://www.kptevta.gov.pk>.

The instructions to applicants, prescribed formats for EOI preparation, evaluation criteria, detailed information, and Terms of References (TORs) for the job are provided in this EOI document.

Duly completed EOI documents in hard copy should be submitted to the address mentioned below clearly mentioning the name of the job in sealed envelope before 1700Hrs (PST-Pakistan Standard Time) Friday Feb 28, 2020:

**The Managing Director,**

KP-TEVTA Head Office, House No.5-771, Old Bara Road University Town, Peshawar

Tel: 091-5704271

Email: [ad-acad@kptevta.gov.pk](mailto:ad-acad@kptevta.gov.pk)

The completed EOI documents received by the due date and within the specified time shall be opened by proposal evaluation committee comprising of KP-TEVTA officials.

The EOI documents received from the applicants will be evaluated on the basis of the approved eligibility and evaluation criteria. Only top ranked consulting firms obtaining at least 50% marks in the EOI evaluation will be shortlisted for the WBT and considered as qualified firms.

KP-TEVTA Office reserves the right to accept or reject any or all EOI applications with or without giving any reason whatsoever.



## 1. INSTRUCTIONS TO APPLICANTS

### 1.1 Introduction

#### 1.1.1 Scope

Khyber Pakhtunkhwa Technical Education and Vocational Authority (KP-TEVTA) is an autonomous organization of the government of Khyber Pakhtunkhwa to provide quality training for employability and socio-economic development in the province.

KP-TEVTA has the mandate under its act (KP-TEVTA Act 2015 amended 2017) to establish linkages with industries and private sector under the public private partnership (PPP) in order to bridge the gap between industry and academia in order to increase the productivity of the industries.

In this regard, KP-TEVTA seeks proposals from interested parties Business Industries/corporate sectors registered in Pakistan under GOP rules and regulations, for “Workplace based Training (WBT)”, that could lead to at least 50% job placement. Training cost will be borne by KP-TEVTA. Training proposals of the interested parties will prefer who will assure maximum employment/Job placement of their passed out trainees.

#### 1.1.2 Definition of Terms

Unless otherwise specified, the following terms used in this EOI have the following meanings:

- “Applicant” means a single firm/company/business which intends to submit completed EOI document as per the published notice and instructions given in this EOI document.
- “Authorized Representative” means an individual authorized by the Applicant as the duly authorized entity to legally bind the Applicant to the EOI process, is the authorized signatory to the process, and is the point of contact for KP-TEVTA in connection with the process.
- “WBT” means “Workplace Based Training”
- “RFP” means “Request for Proposal”
- “TOR” means “Terms of Reference”
- “CVT” means “Cooperative Vocational Training”
- “OJT” means “On-the-Job Training”
- “EOI” means “Expression of Interest”
- “PST” means “Pakistan Standard Time”
- “GOP” means “Govt. Of Pakistan”

#### 1.1.3 Eligible Applicants

The “Applicants” should meet the following Eligibility Criteria with relevant proofs provided in the proposal:

1. The Firm/Business/Company should be registered with income Tax, KP Revenue Authority (KPRA), KP Public Procurement Regulatory Authority (KPPRA), Sales Tax Department, SECP and should be an active Taxpayer to date.
2. Outsourcing of practical training to third party will not be allowed.
3. All proposals should bear the signature of authorized person on each page.



## 1.2 GENERAL INSTRUCTION TO APPLICANTS

### 1.2.1 Clarification on EOI Documents

A prospective Applicant requiring any clarification on this EOI document may seek clarification by contacting Academic Section, KP-TEVTA hours on all working days prior to the deadline for submission of the completed EOI document at the address mentioned below

Contact person Muhammad Sadiq Orakzai  
Director (Academics)  
Tel:- 091-5704271  
Email: [sadiqorakzai@hotmail.com](mailto:sadiqorakzai@hotmail.com)

## 1.3 SUBMISSION OF EXPRESSION OF INTEREST (EOI)

### 1.3.1 Sealing and Marking

1. The Applicant shall seal the original completed EOI in an envelope and marked as "Expression of Interest". The envelope should clearly mention the title of Job. The envelope should also indicate the name and address of the Applicant.
2. The envelope shall be addressed to:  
**The Managing Director**  
KP-TEVTA Head Office  
House No.5-771, Old Bara Road, University Town Peshawar.  
Tel: 091-5704271
3. After the deadline for submission of EOIs, the same shall be opened by the proposal evaluation committee and will grade the proposals as per requisite criteria.
4. Only shortlisted firms will be considered for further collaboration.

### **Section 2: EVALUATION OF EOI DOCUMENT OF ELIGIBLE FIRMS**

The following criteria for the evaluation of EOI documents shall be followed;

S.No.	Description/ Ranking Criteria	Weightage	Full Marks	Passing Marks
1	Placement	50%	50	25
2	Relevant Experience	20%	20	10
3	Plan and Methodology	20%	20	10
4	Firm Location	10%	10	05

Minimum qualifying marks are 50%.

The Applicants are requested to submit their proposals in English language. Participating APPLICANT shall submit documentary proof in support of meeting eligibility criteria.

### **Section 3: GENERAL OBJECTIVES**

Both parties shall cooperate to provide technical and vocational training to the youth of Khyber Pakhtunkhwa under WBT model.



### **3.1 Responsibilities:**

#### **KP-TEVTA:**

- a) Facilitate coordination with all stakeholders
- b) Manage advertisement regarding program announcement
- c) Participate in test, interviews and selection of trainees
- d) Impart theoretical part of trainings in TEVTA Institutes
- e) Monitor and manage the OJT provided by the firm/company to the trainees
- f) Coordinate with QABs for certification of successful candidates
- g) Facilitate in certification process

#### **FIRM/COMPANY**

- a) Selection of trainees through interviews and assessments
- b) Provide practical training to the selected candidates in firm/company premises under the supervision of responsible personnel(s)
- c) Coordinate TEVTA in curriculum adaptation and development.
- d) Participate in curriculum revision whenever required.
- e) Train the Trainers in 1<sup>st</sup> Batch
- f) Participate in final assessment of the trainees
- g) Place at least 50% of the trained students after completion of every batch.



## **Section 4: TERMS OF REFERENCE**

### **4.1 Background Information and Rationale**

The purpose of this initiative is to promote Workplace Based Training (WBT) model by imparting practical as well as theoretical training to the trainees in real workplace environment. In this collaboration both parties i.e. KP-TEVTA and Interested Firm will create synergy in order to work together, coordinate their efforts, pool multiple resources and expertise for the promotion and development of technical and vocational education and training (TVET) sector, focusing on demand driven and employable skills and placement of local skilled workforce in the following sectors;

- Construction
- Automobile
- Beauty and Care
- Energy
- Gemstone
- Hospitality
- Textile
- ICT
- Marble
- Services
- Manufacturing

Consequently, the youth of Khyber Pakhtunkhwa be able to benefit from receiving specialized theoretical training from the institute, as well as practical training from the firm/company, and thus secure meaningful employment and contribute to industries and ultimately to Sustainable Development Goals (SDGs).

The rules of cooperation are defined in the hand book on work-place based training coming under Cooperative Vocational Training (CVT) and shall be complied with.

Training model requires both parties to cooperate and provide technical and vocational training to individual during a specified period.

In this training model individual will be enrolled within KP-TEVTA institute(s) with the collaboration of the firm/industry. The intention is that the institute will impart theoretical training to the trainees, whereas the company/firm shall give him/her practical on-the-job training.

Training delivery plan will be decided on mutual understanding.

Curriculum for CVT programs covering all requisite information are available, however both parties can adapt or even develop new modules in mutual collaboration.



## 4.2 PROJECT OBJECTIVES

Key objectives of this project are as under;

- Produce skillful youth equipped with hands on experience.
- Impart employable skills and assure job placement.
- Familiarize the trainees with modern tools/equipment and machinery of real workplace environment.
- Orient and train the students on Industrial SOPs and workplace ethics
- Importance of Skill development and TVET sector -taking ownership of your personal development.
- Stress and time management

## 4.3 COORDINATION & REGULATION

In order to carry out and fulfill the aims of the agreement between parties, each party will appoint an appropriate person to represent its organization and to provide the information needed for the implementation of projects and activities. Moreover, KP-TEVTA will be entitled to oversee the Academic, Monitoring and Audit domains of the project(s) as per KP-TEVTA regulations in coordination with Firm/Company/Business.



**KHYBER PAKHTUNKHWA**  
**TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY**

House No.5-771 Old Bara Road, University Town Peshawar

Web: [www.kptevta.gov.pk](http://www.kptevta.gov.pk)

Phone No. 091-5704271



**I.A: PROPOSAL SUBMISSION FORM**

[Location, Date]

To:

**Managing Director**

Khyber Pakhtunkhwa Technical Education and  
Vocational Training Authority-TEVTA Head Office,  
House No. 5-771, Old Bara Road,  
University Town Peshawar, Pakistan.

Sir,

We, the undersigned, offer to provide the services for Workplace Based Training Program in accordance with your Expression of Interest (EOI). We are hereby submitting our Proposal sealed under a separate envelope.

If negotiations are held during the period of validity of the Proposal, i.e., before [Date] we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from agreement negotiations.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm/Business/Company:

Address:

Tel:

Cell:

Email:





**I.B: FIRM/BUSINESS/COMPANY 'S REFERENCES**

Relevant Services Carried Out That Best Illustrate Qualifications

General: <take as much space as desired for your responses>

Did you ever provide any services related to WBT/OJT?

How many times did you remain part of the team for implementation of TVET Sector projects?

Using the format below, provide information on each assignment for which your Firm/Business/Company /entity, either individually or as a corporate entity or as one of the major companies within an association, was legally contracted.

Assignment Name:	
Location*:	
*See KP-TEVTA Institutes map on <a href="http://www.kptevta.gov.pk">www.kptevta.gov.pk</a> .	
Name of Firm/Business/Company	No. of Staff:
Address:	Duration of Assignment:
Proposed Date of Commencement (Day/Month/Year):	Completion Date (Day/Month/Year):
Previous TVET Interventions (If any)	
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:	
Narrative Description of Project:	
Signature of the Authorized representative	



**I.C: COMMENTS AND SUGGESTIONS OF APPLICANTS ON THE TERMS OF REFERENCE AND ON DATA AND SERVICES TO BE PROVIDED BY KP-TEVTA**

On the Terms of Reference:

- 1.
- 2.
- 3.
- 4.
- 5.

On the data and services, and facilities to be provided by KP-TEVTA:

- 1.
- 2.
- 3.
- 4.
- 5.

Signature of the Authorized representative. \_\_\_\_\_

Firm/Business/Company's' Name: \_\_\_\_\_



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**I.D: DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR  
PERFORMING THE ASSIGNMENT**

(to be filled in by the APPLICANT)

Signature of the Authorized representative: \_\_\_\_\_

Firm/Business/Company: \_\_\_\_\_



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**I.E: TEAM COMPOSITION AND TASK ASSIGNMENTS**

1. Technical/Managerial Staff		
Name	Position	Task

2. Support Staff		
Name	Position	Task

Signature of the Authorized representative: \_\_\_\_\_

Firm/Business/Company's Name: \_\_\_\_\_