

**Expression of Interest (EoI) Document  
For  
Shortlisting of Firm/Business/Companies/Industrial  
units for imparting Workplace Based Training (WBT)  
For Pass-Outs trainees of KP-TEVTA**

**May,2024**

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

This invitation for Expression of Interest is made to invite applications from interested and eligible public/private Firm/Industry/Companies/SMEs/Industrial units registered in Pakistan under GOP rules and regulations.

EOI document could be obtained free of cost during office hours on 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 form shall be submitted to the address mentioned below clearly mentioning the name of the job/EoI in sealed envelope upto 23<sup>rd</sup> May, 2024 at 5:00 PM positively.

**The Managing Director,**

KP-TEVTA Head Office, Sector E-8 phase# 7, Hayatabad, Peshawar

Tel: 091-9219145

Email: [Director-proc@kptevta.gov.pk](mailto:Director-proc@kptevta.gov.pk)

The EOI documents received from the applicants will be evaluated on the basis of the approved eligibility and evaluation criteria. Only top ranked 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.

**Note:** Late submitted proposals shall not be entertained.

## **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 to establish strong industrial linkages for placing the pass-outs trainees in the private and public sector industrial units/SMEs/cottage industries clusters in the province in order to bridge the skill gap of pass-out trainees enabling them to meet the national and international labour market requirements.

In this regard, KP-TEVTA intends to place our pass-out trainees in various industrial sectors of the province to enhance practical skills of the youth through OJT, therefore, interested industrial units/SMEs/cottage industries clusters are requested to submit their proposals under the title of “Proposal for Workplace Based Training Program.

The duration of internship training program (OJT) will be 03 months and during the period the enrolled trainees will get Rs. 15,000/- per month per trainee as stipend on attaining at least 80% attendance duly certified by the management of concerned entity. On receipt of attendance certificate from the concerned organization, stipend shall be released online to the eligible enrolled trainees by KP-TEVTA out of available CM Free Technical Education Fund.

#### **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”
- “QABs” means “Qualification Awarding Bodies”
- “RFP” means “Request for Proposal”
- “TOR” means “Terms of Reference”
- “OJT” means “On-the-Job Training”
- “EOI” means “Expression of Interest”
- “PST” means “Pakistan Standard Time”
- “GOP” means “Govt. Of Pakistan”
- “KP-TEVTA” means “Technical Education & Vocational Training Authority”
- “SMEs” means “Small & Medium-sized Enterprises”

### 1.1.3 Eligible Applicants

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

1. The Firm/Business/Companies/Industrial units registered in Pakistan under GOP rules and regulations.
2. Last three years Audit reports.
3. The concerned applicant shall have more than 50 employees.
4. Outsourcing of practical training to third party will not be allowed.
5. 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 Procurement Section, KP-TEVTA in working hours (09.00am to 05:00pm) on all working days prior to the deadline for submission of the completed EOI document at the address mentioned below

Director (Procurement)  
KP-TEVTA Head Office, Phase-7,  
Hayatabad, Peshawar Pakistan  
Tel:- 091-9219145  
Email: [Director-proc@kptevta.gov.pk](mailto:Director-proc@kptevta.gov.pk)

## 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 for Workplace-Based Training". 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, Phase-7,  
Hayatabad, Peshawar Pakistan
3. After the deadline for submission of EOIs, the same shall be opened in the presence of the representative of the applicants by the proposal evaluation committee.
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 of trainees after completion of practical training	50%	50	25
2	Relevant Experience	20%	20	10
3	Plan and Methodology	20%	20	10
4	Firm/company/industry Location	10%	10	05

Minimum qualifying marks are 50%.

The Applicants are requested to submit their proposals in English language. The EOI/Proposals shall be submitted on prescribed form. EOI/Proposal submitted without prescribed forms shall not be entertained. 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) Monitor and manage the OJT provided by the firm/company to the trainees
- e) Coordinate with QABs for certification of successful candidates
- f) Facilitate in certification process
- g) During the training period @ Rs. 15,000/- per month per trainee as stipend on attaining at least 80% attendance duly certified by the management of concerned entity will be provided to the enrolled trainees through their online Bank account/Cross cheque.

**FIRM/Company/ industrial units**

- a) Selection of trainees through interviews and assessments.
- b) Provide practical training for 03 months 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) Participate in final assessment of the trainees
- f) Provide practical training certificate to the trainee's after completion of training.
- g) Placement of trainees at the industries/company after completion of training.

#### **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 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
- Hospitality
- Textile
- ICT
- Marble
- Services
- Manufacturing

In this training model individual the pass-out trainees of KP-TEVTA will be placed at industry/Company/SMEs/ Industrial Unit for practical training for a period of 03 months. During the training period @ Rs. 15,000/- per month per trainee as stipend on attaining at least 80% attendance duly certified by the management of concerned entity will be provided by the KP-TEVTA to the enrolled trainees through their online Bank account/Cross cheque

#### **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

##### **4.2 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.

**I.A: PROPOSAL SUBMISSION FORM**

[Location, Date]

To:

**Managing Director**

Khyber Pakhtunkhwa Technical Education and  
Vocational Training Authority-TEVTA Head Office,  
Sector E-8 Phase# 7, Near Hajj Complex,  
Hayatabad 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: \_\_\_\_\_



**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: \_\_\_\_\_

**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: \_\_\_\_\_