

PUNJAB SKILLS DEVELOPMENT FUND



ASSOCIATION WITH PSDF FOR SKILLS SCHOLARSHIP INITIATIVE

UAN: 042-111-11-PSDF (7733) | Toll Free:0800-48627 (HUNAR) | Website: psdf.org.pk

1. FOREWORD:

Punjab Skills Development Fund (PSDF) is the largest skills development fund in Pakistan. PSDF was established in 2010 as a not-for-profit company set up under the Companies Ordinance 1984 by the Government of Punjab (GoPb). PSDF offers quality demand driven skills training to vulnerable and poor youth of Punjab helping them to create sustainable income generation opportunities in Pakistan and beyond.

PSDF intends to announce a pilot project for the '**Association with PSDF for Skills Scholarship Initiative**', where trainee will be free to take admission in any of the PSDF associated institutes. PSDF will shortlist the institutes for the association as per the criteria mentioned in this document. The aim of the 'Skills Scholarship Initiative' is to empower the trainees to choose among the associated institutes for skills training in the desired field.

Interested institutes who meet the requirements are invited to submit association form in accordance with the details provided therein.

Procurement Department
Association with PSDF for Skills Scholarship Initiative
Punjab Skills Development Fund
21-A, Dr. Mateen Fatima Road,
Gulberg II, Lahore.

2. Data Sheet for Skills Scholarship Initiative

Name of the Assignment	Association with PSDF for Skills Scholarship Initiative																				
Name of the Client	Punjab Skills Development Fund (PSDF)																				
Who Can Apply	<p>Institutes with the valid accreditation or registration certificate in the following trades issued by National Vocational and Technical Training Commission (NAVTTTC) / Punjab Skills Development Authority (PSDA) can apply for the association with PSDF;</p> <ol style="list-style-type: none"> 1. Dress Design & Tailoring 2. Fabric Printing 3. Industrial Stitching Machine Operator 4. Pattern Making & Cutting <p>Note: Non-provision of valid accreditation or registration certificate will lead to rejection from the association process</p>																				
Location of Training Institutions	Institutes located in Punjab and adjacent areas with the valid accreditation / registration certificate issued by NAVTTTC or PSDA can apply for association with PSDF																				
Target Trainees	<p>Trade wise target trainees are as follows. PSDF reserves the right to increase or decrease the trainee target.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Trade Name</th> <th style="width: 20%;">Duration (months)</th> <th style="width: 20%;">Trainee Target</th> </tr> </thead> <tbody> <tr> <td>Dress Design & Tailoring</td> <td style="text-align: center;">3</td> <td style="text-align: center;">100</td> </tr> <tr> <td>Fabric Printing</td> <td style="text-align: center;">3</td> <td style="text-align: center;">100</td> </tr> <tr> <td>Industrial Stitching Machine Operator</td> <td style="text-align: center;">3</td> <td style="text-align: center;">200</td> </tr> <tr> <td>Pattern Making & Cutting</td> <td style="text-align: center;">3</td> <td style="text-align: center;">100</td> </tr> <tr> <td style="text-align: center;">Total</td> <td></td> <td style="text-align: center;">500</td> </tr> </tbody> </table>			Trade Name	Duration (months)	Trainee Target	Dress Design & Tailoring	3	100	Fabric Printing	3	100	Industrial Stitching Machine Operator	3	200	Pattern Making & Cutting	3	100	Total		500
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Dress Design & Tailoring	3	100																			
Fabric Printing	3	100																			
Industrial Stitching Machine Operator	3	200																			
Pattern Making & Cutting	3	100																			
Total		500																			
Basic Requirements	<p>Potential associates must fulfill the following requirements:</p> <ul style="list-style-type: none"> • Must have valid NTN / FTN in the name of the organization • Must be registered / accredited with PSDA* or NAVTTTC • Must not be blacklisted by any government, private, local, international, TVET body or any other organization <p>*This includes registration certificates issued by TEVTA and extended by PSDA till June 2022</p>																				
Shortlisting of an Associate	All the institutes fulfilling the basic screening criteria and have a valid registration or accreditation issued by PSDA or NAVTTTC in the announced trades will be shortlisted as an associate for Skills Scholarship Initiative																				
Capacity Determination	<ul style="list-style-type: none"> • Capacity of institutes will be determined based on the capacity mentioned on the registration / accreditation certificate under each trade & location • Associates will provide an undertaking that they will not run any other class under the assessed capacity for another organization other than PSDF • In case of accreditation with NAVTTTC, capacity mentioned on the certificate on which NAVTTTC has issued its accreditation will be considered. • For pilot, PSDF may allow 1 class per associate for each trade. Decision will be communicated at the time of association agreement. 																				
Schedule of Training	Training against the Skills Scholarship Initiative is scheduled from January 2022 or as specified in association agreement																				
Beneficiary for Skills Scholarship	<ul style="list-style-type: none"> • Between the age of 18 to 35 years • Must have a valid CNIC of any district of Punjab • Must be a deserving candidate and fall under poor & vulnerable category 																				

	<ul style="list-style-type: none"> • Must not have previously attended any course funded by PSDF and not registered in PSDF database • Must meet the entry requirements as specified in respective training curriculum • Must not be enrolled / registered / graduate of a Diploma of Associate Engineering (DAE) program
Association Process	<ul style="list-style-type: none"> • Institutes that are registered with NAVTTC or PSDA operating in Punjab and adjacent areas can apply for association with PSDF in the trades & districts mentioned in the data sheet. • Institutes will only be allowed to enroll trainees as per the capacity mentioned on registration / accreditation certificate under each trade & location. • Institutes will be required to maintain class size of at-least 15 trainee scholars under each trade of training batch. Maximum class size allowed is 25 trainee scholars. However, selection of the institute will be dependent on the choice of trainees and the agreement with the institute shall not be a commitment for the training of scholars on part of PSDF. • Institutes will not run any other class under the assessed capacity for another organization other than PSDF. • Also, associate will not merge any other class with PSDF scholarship Initiative and will only enroll PSDF scholarship holder trainees in any given class. If associate is found to be running a mixed class in the monitoring visit, the class(es) will be cancelled.
Trade Scholarship Fee	<ul style="list-style-type: none"> • Trade scholarship fee is available at the end of this document in Annexure A. Scholarship fee will be fixed against each trade across Punjab and adjacent areas. • PSDF will only pay the fixed fee against per trainee mentioned in Annexure A. All direct & indirect taxes will be deducted in accordance with the provisions of Government Rules amended time to time.
Validity Period for Association	<ul style="list-style-type: none"> • This association is only valid for pilot project • The association shall not mean any guaranteed commitment to select the institute for trainings. • Registration / accreditation certificate issued by NAVTTC or PSDA must be valid through-out the period of pilot i.e., at the time of start till the completion of class • After association process, list of associated institutes and their associated trades and complete address will be available on PSDF website along with the validity period of association. This will facilitate trainee enrollment process.
Registration / Enrollment Mechanism	<ul style="list-style-type: none"> • Trainee is free to take admission in any of the associated institutes. Associated institutes will be liable to enroll trainees (eligible as per PSDF criteria). • All the associates will compete for the enrollment of trainees which will be on first come first serve basis till the completion of target or expiry of deadline set by PSDF. BSS will restrict the enrollment in case target is achieved before the expiry of deadline or vice versa. • Associates will only be allowed to enroll trainees up to the capacity mentioned on the accreditation / registration certificate till the deadline. • If associate fails to enroll trainees up to the minimum class size limit i.e., 15 trainees, that class will be cancelled, and trainee will be expelled. Associate must inform the student that this is provisional enrollment and final admission is subject to completion of class enrollment. Associated institute will be liable to maintain the PSDF provided declarations for each trainee on 50 rupees stamp paper & will be required to upload the stamp paper in the trainee profile in BSS. In case of non-provision of declaration, trainee will be expelled.

	<ul style="list-style-type: none"> All associates will be given access to the online dashboard on Business Support System (BSS) to have a real time visibility of target, number completed by associate, and remaining seats. BSS will block the enrollment once the trade target is achieved. System will only consider those classes wherein the strength of trainees is 15 and above. Associate will be required to create trainee profile in BSS.
Awareness for Trainee Scholarship	<ul style="list-style-type: none"> Newspaper and other digital / electronic media platforms will be used for trainees' awareness. Interested trainees will get all the information from PSDF's website and will approach to desired associate along with required documents i.e., degree, CNIC etc. Declaration form will be filled and signed by trainee in the selected trade and associate at the location of associate where he/she is interested in taking training. Associate will duly verify and authenticate all documents and necessary undertakings before initiating the registration process. Associate may interview the trainee for accepting / rejecting the admissions in relevant trade.
Scholarship Fee Disbursement	<ul style="list-style-type: none"> After initial verification & scrutiny of trainee eligibility, associate will be required to save the trainee profile in the BSS. The final registration email to associate and message to trainee scholar will be sent on the consolidation of the class (with the enrollment of at least 15 eligible trainee scholar) and submission of the profiles in BSS. Scholarship fee disbursement will only be made to associate after verification & scrutiny by PSDF on behalf of trainee after the completion of class every month.
Association Agreement	After the conclusion of association process, an association agreement shall be signed between both the parties. The same will not constitute a binding commitment on part of PSDF.
Business Rules	PSDF standard business rules will be applicable for monitoring of trainings and ascertaining associate's claim
Testing & Certification	Testing & certification from an accredited body is an essential requirement. PSDF will arrange testing & certification of the trainees.
Implementation of Training	Training would be delivered in associated institute's own premises with dedicated labs / workstations in a formal manner with course components to be delivered in dedicated classrooms / labs / workshops.
Job Placement	Associated institutes must commit minimum 50% employment commitment of the trained persons.
Capacity Building for Association Process	A capacity building session will be held to guide potential associates about the initiative and other terms & conditions. Interested institutes can get them registered by filling the following link before 7 th December 2021; https://forms.office.com/r/rJi7UAVKy9 Online meeting link will be shared through an email to the registered institutes.
Submission of Document	All interested institutes are required to fill the form online using google form link https://rb.gy/ctiu8i . Failure to submit required information or attachments will lead to rejection from the association process.
Last Date of Submission of Association Form	Online submission must be received by 15 th December 2021 before 15:00 PM Late submission will not be evaluated.

Annexure – A
Trade Scholarship Fee

Trade Name	Duration in months	Scholarship Fee (Per trainee per month inclusive of all applicable taxes)
Dress Design & Tailoring	3	Rs. 3,399
Fabric Printing	3	Rs. 5,354
Industrial Stitching Machine Operator	3	Rs. 9,030
Pattern Making & Cutting	3	Rs. 8,080

Note:

- i. Scholarship fee will be fixed against each trade across Punjab and adjacent areas.
- ii. PSDF will only pay the fixed fee against per trainee mentioned above. All direct & indirect taxes will be deducted in accordance with the provisions of Government Rules amended time to time.