



PUNJAB SKILLS DEVELOPMENT FUND



SKILLS SCHOLARSHIP PROGRAM YOUTH SKILL DEVELOPMENT PROGRAM

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.

Punjab Skills Development Fund (PSDF) and Oil and Gas Development Company (OGDCL) have joined hands for skills enhancement initiative and launching “Youth Skill Development Program”. The program will equip the poor and vulnerable in the OGDCL operational districts in Punjab and provide them with income generating and sustainable employment opportunities.

PSDF intends to announce the ‘**Youth Skill Development Program**’, where trainees 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 Model’ 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 an association form in accordance with the details provided therein.

Procurement Department
Youth Skill Development Program
Punjab Skills Development Fund
21-A, Dr. Mateen Fatima Road,
Gulberg II, Lahore.

2.Data Sheet for Youth Skill Development Program

Name of the Assignment	Youth Skill Development Program																									
Name of the Client	Punjab Skills Development Fund (PSDF)																									
Institutes can apply for the Trades	<p>Institutes with valid and in-process applications / accreditations / registrations in the following trades issued by PSDA, NAVTTC, or lifetime TEVTA certification can apply for the Association with PSDF for the following district & trades.</p> <table border="1"> <thead> <tr> <th>Districts</th> <th>List of Trades</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Attock</td> <td>Amazon Virtual Assistant</td> </tr> <tr> <td>Industrial Electrician</td> </tr> <tr> <td rowspan="2">Chakwal</td> <td>AutoCAD (Civil)</td> </tr> <tr> <td>Electrician</td> </tr> <tr> <td rowspan="2">Dera Ghazi Khan</td> <td>Plumber & Sanitary Installer</td> </tr> <tr> <td>Welder</td> </tr> </tbody> </table>	Districts	List of Trades	Attock	Amazon Virtual Assistant	Industrial Electrician	Chakwal	AutoCAD (Civil)	Electrician	Dera Ghazi Khan	Plumber & Sanitary Installer	Welder														
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Location of Training Institutions	Institutes located in Punjab in districts for each trade mentioned above with valid and in-process applications / accreditations / registrations issued by PSDA, NAVTTC or lifetime TEVTA certification can apply for association with PSDF.																									
Target Trainees	<p>Trade-wise target trainees are as follows:</p> <table border="1"> <thead> <tr> <th>Districts</th> <th>Trade</th> <th>Course Duration</th> <th>Trainee Contracting Target</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Attock</td> <td>Amazon Virtual Assistant</td> <td>3</td> <td>25</td> </tr> <tr> <td>Industrial Electrician</td> <td>3</td> <td>25</td> </tr> <tr> <td rowspan="2">Chakwal</td> <td>AutoCAD (Civil)</td> <td>3</td> <td>25</td> </tr> <tr> <td>Electrician</td> <td>3</td> <td>25</td> </tr> <tr> <td rowspan="2">Dera Ghazi Khan</td> <td>Plumber & Sanitary Installer</td> <td>3</td> <td>25</td> </tr> <tr> <td>Welder</td> <td>3</td> <td>25</td> </tr> </tbody> </table> <p>It will be the sole discretion of PSDF to adjust / revise the trade-wise targets of the program(s) in case of non-availability of Associates in the target districts.</p>	Districts	Trade	Course Duration	Trainee Contracting Target	Attock	Amazon Virtual Assistant	3	25	Industrial Electrician	3	25	Chakwal	AutoCAD (Civil)	3	25	Electrician	3	25	Dera Ghazi Khan	Plumber & Sanitary Installer	3	25	Welder	3	25
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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 training partner (Please provide NTN Number that must be verifiable from online verification portal of FBR. Any discrepancy / anomaly may lead to direct rejection) Must be registered / affiliated / accredited with either TEVTA (Lifetime), PSDA, or NAVTTC. In case where registration certificates / extension of 																									

	<p>registration certificates is expired, institutes are required to share the following two mandatory evidence:</p> <ul style="list-style-type: none"> ▪ Expired certificate from PSDA, TEVTA, or NAVTTC. ▪ Evidence of in-process application (renewal or extension) in the form of application or request of extension letter along with the payment receipt for application processing (where applicable). <ul style="list-style-type: none"> • In case of new affiliation, training partner is required to provide the in-process application with payment receipt for submitted application. (Please attach all the registration / affiliation / accreditation certificates with in-process application (where applicable) for all proposed lots in a single PDF document). The registration certificate must be in the name of the training partner applying for association. In case the name on the registration certificate does not match with the name of the training partner, the training partner must provide any proof of affiliation document confirming the relationship/linkage with registered certificate name. However, NTN business name will not be considered for confirmation of relation/linkage. <p>Note: Contract may be awarded on the basis of in-process applications. However, payment to Training Partners shall be subject to the decision of PSDF Senior Management in this regard.</p> <ul style="list-style-type: none"> • Must not be blacklisted by any government, private, local, international, TVET body or any other organization.
<p>Shortlisting of an Associate</p>	<ul style="list-style-type: none"> • All the associates fulfilling the basic screening criteria and having a valid or in-process application / registration / accreditation issued by PSDA, NAVTTC or lifetime TEVTA certification in the announced trades will be shortlisted as an Associate for the Youth Skill Development Program • Association in the same or similar category of trades will be acceptable. However, in the case that an associate has a diploma certification, only the diploma with the exact trade name for the application will be accepted.
<p>Capacity Determination</p>	<ul style="list-style-type: none"> • Capacity of associates will be determined based on the capacity mentioned on the registration / accreditation certificate under each trade & location. • In the case of an in-process application, tentative capacity will be based on the expired trade registration / affiliation certificate for existing trades and applied capacity for new trades. • This capacity will be updated per the issuance of the trade registration / affiliation certificate from the relevant TVET body. • Associates will provide an undertaking that they will not run any other class under the assessed capacity for another organization other than PSDF
<p>Schedule of Training</p>	<p>Trainings against the Youth Skill Development Program are expected to start from April 2024 or as per the PSDF business requirements, subject to the availability of funds.</p>
<p>Beneficiary for Skills Scholarship</p>	<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 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.

	<ul style="list-style-type: none"> • Must not be enrolled / registered / graduate of a Diploma of Associate Engineering (DAE) program. • Must not have education level of greater than intermediate, please refer to the minimum qualification criteria as per curriculum.
Association Process	<ul style="list-style-type: none"> • Associates that have a relevant valid or in-process application / registration / affiliation with PSDA, NAVTTC or TEVTA operating in Punjab in the trade-district combinations mentioned in Annexure A can apply for association with PSDF. • Associates will only be allowed to enroll trainees as per the capacity mentioned on registration / accreditation certificate under each trade & location. (In the case of an in-process application, tentative capacity will be based on the expired trade registration / affiliation certificate for existing trades and applied capacity for new trades.) • Associates will be required to maintain class size of at least 15 trainees under each trade of training batch. The maximum class size allowed is 25 trainees. • Associates will not run any other class under the assessed capacity for another organization other than PSDF. • Associates must not merge any other class with PSDF scholarship model and will only enroll PSDF scholarship holder trainees in any given class. If any associate is found to be running a mixed class in the monitoring visits, 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 from time to time.
Validity Period for Association	<ul style="list-style-type: none"> • This association is only valid for one year, subject to the validity of the certificates. • After the association process, list of associated institutes and their registered trades and complete address will be available on PSDF's website along with their valid period of association. This is to facilitate associates in the trainee enrollment process.
Registration / Enrollment Mechanism	<ul style="list-style-type: none"> • Trainees will be 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 a first come first served basis till the completion of target is reached or expiry of deadline set by PSDF. PSDF Systems will restrict enrollment in case the trainee 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 an associate fails to enroll trainees up to the minimum class size limit in a particular trade, their class in that trade will be cancelled, and trainees enrolled in that class will be expelled. • All associates will be given access to the online dashboard on the Business Support System (BSS) to have real time visibility of target, number completed by associate, and remaining seats. BSS will block the enrollment once the trade target is achieved. The system will only consider those classes wherein the strength of trainees is 15 and above. • All associates 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.

	<ul style="list-style-type: none"> Interested trainees will get all the information from PSDF's website and will approach the desired associate along with required documents i.e., degree, CNIC, and declarations. Associates must ensure that declaration forms are filled and signed by all trainees they enroll in the selected trade and associate at the location of associate where he/she is interested in taking training. Associates must 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.
Trainee Finalization & Scholarship Voucher Issuance	<ul style="list-style-type: none"> After initial verification & scrutiny of trainee eligibility, associate will be required to save & submit the trainee profile in the BSS. Upon profile saving in the system, the trainee & associate will get a provisional registration message through SMS. The final registration message will be sent on the consolidation of the class (with the enrollment of at least 15 eligible trainees) and submission of the profiles in BSS. Scholarship payment 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.
Business Rules	PSDF standard business rules will be applicable for monitoring of trainings and ascertaining associate's claims.
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	Employment Commitment for the program is 20%. Associated institutes will only receive employment payment for those trainees that they successfully employed (relevant business rules will apply).
Capacity Building Session	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 March 02, 2024 ; https://forms.office.com/r/Ymtn3gdfBV Meeting details will be shared through an email to the registered associates
Submission of Document	All organizations are required to fill the forms online using the link below https://ssp.psdf.org.pk
Last Date of Submission of Association Form	March 06, 2024 by 05:00 PM

ASSOCIATION FORM

PART A: INFORMATION ABOUT THE ASSOCIATE

Code	Required Information	Response	
A.1	Legal Name of Organization		
A.2	Year of Registration / Establishment of the Organization		
A. 3	What is the legal status of your organization? Tick the relevant box (one box only). (Attach Copy/Copies of Registration Certificate/s)	<input type="checkbox"/>	Public Sector Technical / Vocational Training Institute
		<input type="checkbox"/>	HEC recognized University
		<input type="checkbox"/>	Section 42 Company
		<input type="checkbox"/>	Public Ltd. Company
		<input type="checkbox"/>	Private Ltd. Company
		<input type="checkbox"/>	Sole Proprietor
		<input type="checkbox"/>	Partnership Firm
		<input type="checkbox"/>	NGO registered under Societies Registration Act
		<input type="checkbox"/>	NGO registered with Social Welfare Department
		<input type="checkbox"/>	NGO registered under The Trusts Act
		<input type="checkbox"/>	Others (Please Specify)
A.4	Name of Head of Organization		
	Designation		
	Email		
	Mobile numbers		
	Postal address of Organization		
	Phone (Landline No)		
	Email		
	Website		
A.5	Name of contact person*		
	Designation		
	Phone & mobile numbers		
	Email		

** Only Head of Organisation or nominated contact person will be authorized to communicate with PSDF.*

PART B: ASSOCIATION REQUIREMENTS

Please provide information about the association, as per criteria defined by PSDF, using the following format. **Attach relevant documents where required.** Tick the relevant box:

Code	Requirements	Response	
B.1	Valid NTN/FTN Certificate in the name of the organization	NTN/FTN Number _____	
		<input type="checkbox"/>	Copy Attached
		<input type="checkbox"/>	Not Attached
Institute must provide valid NTN / FTN number and attach a copy of the certificate in the name of the Organization.			
B.2	Documentary evidence verifying the legal status of organization issued by Government authority.	<input type="checkbox"/>	Not Applicable (only in case of Sole Proprietor)
		<input type="checkbox"/>	Copy attached
		<input type="checkbox"/>	Copy Not attached
Institute must be registered with any Government authority or regulatory body except in case of sole proprietor.			
B.3	Attach a copy of valid or in-process registration / accreditation certificate issued by PSDA, NAVTTC or lifetime TEVTA certification.	<input type="checkbox"/>	Copy attached
		<input type="checkbox"/>	Copy Not Attached
Organization must provide evidence of being registered / accredited or in-process of this with PSDA, NAVTTC or lifetime TEVTA certification. Please also share training capacity.			
B.4	Has your institute ever been blacklisted by any government, private, local, international, TVET body or any other Firm?	<input type="checkbox"/>	Yes
		<input type="checkbox"/>	No
Organization must not be blacklisted by any government, private, local, international, TVET body or any other firm.			
B.5	Is your organization willing to run only PSDF's class under the assessed capacity as mentioned in their PSDA, NAVTTC, or lifetime TEVTA certification in the shortlisted trade & location?	<input type="checkbox"/>	Yes
		<input type="checkbox"/>	No
B.6	Is your organization willing to not merge any other class with PSDF's scholarship model, and will only enroll PSDF's scholarship holder trainees in the given class?	<input type="checkbox"/>	Yes
		<input type="checkbox"/>	No

APPLICANT DECLARATION

I (**click here and type Name**), hereby certify that:

- The information provided in this document is factually correct in all material respects.
- I understand that provision of any false or misleading information will lead to disqualification from association.
- I am duly authorized to submit this application on behalf of
"[Click here and type the name of organization]"

Signature:	
Name:	
Designation:	
Date and Place:	
Phone:	
Mobile:	
E-Mail:	

Annexure A: – Trainee Scholarship Fee

Districts	Trade	Course Duration	Trainee Contracting Target	CTM
Attock	Amazon Virtual Assistant	3	25	18,000
Attock	Industrial Electrician	3	25	11,000
Chakwal	AutoCAD (Civil)	3	25	6,500
Chakwal	Electrician	3	25	7,600
Dera Ghazi Khan	Plumber & Sanitary Installer	3	25	7,000
Dera Ghazi Khan	Welder	3	25	14,000