

PUNJAB SKILLS DEVELOPMENT FUND



NAVTTTC – BISP SKILLS SCHOLARSHIP PROGRAM SKILLS TRAINING VOUCHER (STV) 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.

Staying true to its purpose to shape the future well-being of poor and vulnerable youth by giving them access to skills training of the highest standard so they can find sustainable employment and income generating opportunities in Pakistan and beyond. Punjab Skills Development Fund (PSDF) is implementing a Skills Training Voucher (STV) program which is funded by National Vocational and Technical Training Commission (NAVTTTC) for the training of Benazir Income Support Program (BISP) beneficiaries.

The primary objective of the STVs is to ensure access to quality technical and vocational education for BISP beneficiaries, particularly focusing on orphans and those facing socio-economic challenges. This will be achieved by providing these beneficiaries with skill development opportunities to enhance employability, foster self-reliance and economic independence among the targeted beneficiaries and result in their empowerment.

Furthermore, this initiative will contribute to social upliftment by addressing the technical and vocational needs of vulnerable segments of society, aligning with the broader goals of poverty reduction and human resource development.

PSDF intends to announce the '**Skills Training Voucher (STV) Program**', where BISP beneficiaries will be free to take admission in any of the PSDF associated institutes. PSDF will short-list 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
Skills Training Voucher (STV) 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	Skills Training Voucher (STV) Program																																																									
Name of the Client	Punjab Skills Development Fund (PSDF)																																																									
Institutes can apply for the Trades	Institutes with valid and in-process applications / accreditations / registrations in the following trades issued by Punjab Skills Development Authority (PSDA), NAVTTC, Trade Testing Board (TTB), Higher Education Commission (HEC), or lifetime Technical Education & Vocational Training Authority (TEVTA) certification can apply for the Association with PSDF for the following district & trades.																																																									
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Location of Training Institutions	As per the information above, institutes located in the selected districts and hold a valid and / or in-process applications / accreditations / registrations issued by PSDA, NAVTTC, TTB, HEC, or lifetime TEVTA certification in the identified trades can apply for association with PSDF.																																																									
Target Trainees	<p>Given below is the trade-wise target trainees are as follows:</p> <table border="1"> <thead> <tr> <th>Sr No.</th> <th>District</th> <th>Trade</th> <th>Duration</th> <th>Trainee Target</th> </tr> </thead> <tbody> <tr><td>1</td><td>Gwadar</td><td>Date processing</td><td>3</td><td>25</td></tr> <tr><td>2</td><td>Gwadar</td><td>Ship Making</td><td>6</td><td>25</td></tr> <tr><td>3</td><td>Hub</td><td>UPS & Solar PV Technician</td><td>6</td><td>25</td></tr> <tr><td>4</td><td>Quetta</td><td>eCommerce</td><td>3</td><td>25</td></tr> <tr><td>5</td><td>Quetta</td><td>German Language (B5)</td><td>6</td><td>25</td></tr> <tr><td>6</td><td>Islamabad</td><td>Steel Fixer</td><td>3</td><td>25</td></tr> <tr><td>7</td><td>Islamabad</td><td>Shuttering Carpenter</td><td>3</td><td>25</td></tr> <tr><td>8</td><td>Muzaffarabad</td><td>Digital Marketing & Search Engine Optimization (SEO)</td><td>6</td><td>25</td></tr> <tr><td>9</td><td>Muzaffarabad</td><td>Graphic Designing (UI/UX Designer)</td><td>3</td><td>25</td></tr> </tbody> </table>	Sr No.	District	Trade	Duration	Trainee Target	1	Gwadar	Date processing	3	25	2	Gwadar	Ship Making	6	25	3	Hub	UPS & Solar PV Technician	6	25	4	Quetta	eCommerce	3	25	5	Quetta	German Language (B5)	6	25	6	Islamabad	Steel Fixer	3	25	7	Islamabad	Shuttering Carpenter	3	25	8	Muzaffarabad	Digital Marketing & Search Engine Optimization (SEO)	6	25	9	Muzaffarabad	Graphic Designing (UI/UX Designer)	3	25							
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	17	Karachi east	Certificate in IT (Game Development & Modelling)	6	25
	18	Sukkur	Artificial Intelligence (Robotics)	6	25
	Total				450
	<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>				
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, HEC, TTB or NAVTTC. In case where registration certificates / extension of registration certificates is expired, institutes are required to share the following two pieces of mandatory evidence: <ul style="list-style-type: none"> ▪ Expired certificate from PSDA, TEVTA, TTB, HEC, 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). • 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 the registered certificate name. • However, NTN business name will not be considered for confirmation of relation/linkage. • Moreover, the participating training partner must not be blacklisted by any government, private, local, international, TVET body or any other organization. <p>Note: Applying organizations must submit a valid registration or extension certificate issued by the relevant authority before the submission of the first invoice. The first payment will be made upon receipt of the confirmed registration certificate by the relevant authority.</p>				

<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, TTB, HEC or lifetime TEVTA certification in the announced trades will be shortlisted as an associate for the Skills Training Voucher (STV) 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. Only in case of trades offered in Baluchistan, TSP from anywhere in Pakistan can be associated to impart this training, provided that they have hostel facility available with them and they are able to mobilize BISP beneficiaries residing in Baluchistan, to be verified from the permanent or temporary address of the trainee. PSDF will bear the hostel facility in this case.
<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 as 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>Training against the Skills Training Voucher (STV) Program is expected to start from January 2025 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"> Must be a verified Benazir Income Support Program (BISP) beneficiary. <ul style="list-style-type: none"> Beneficiaries registered in any of the BISP programs are acceptable In case the interested candidate is not a beneficiary then his / her mother / father / spouse must be a verified BISP beneficiary. Between the age of 18 to 35 years Must have a valid CNIC of any district of Pakistan. 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. Must not have an education level greater than the minimum qualification criteria given in the curriculum.
<p>Association Process</p>	<ul style="list-style-type: none"> Associates that have a relevant valid or in-process application / registration / affiliation with PSDA, NAVTTC, TTB, HEC or TEVTA operating in Pakistan, can apply for association with PSDF in the trade-district combinations mentioned in Annexure A. 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 the 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 the 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 Pakistan. 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, a 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 to 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 the target is reached or the expiry date set by PSDF. PSDF Systems will restrict enrollment in case the trainee target is achieved before the deadline expires 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 a trainee profile in BSS.
Awareness of Trainee Scholarship	<ul style="list-style-type: none"> Newspaper and other digital / electronic media platforms will be used for BISP beneficiaries' awareness. Interested BISP beneficiaries 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 in and signed by all trainees they enroll in the selected trade and associate at the location of the 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. Associates may interview the trainees to accept / reject the admissions in relevant trade.
Trainee Finalization & Scholarship Voucher Issuance	<ul style="list-style-type: none"> After initial verification & scrutiny of trainee eligibility, an associate will be required to save & submit the trainee profile in the BSS. 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 the association process, an association agreement shall be signed between both the parties.

Business Rules	PSDF standard business rules will be applicable for monitoring training 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 40%. 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 November 29 th , 2024: https://fondby.com/tlxCo Meeting details will be shared through an email to the registered associates
Submission of Document	All organizations are required to fill in the forms online using the link below https://bss.psdof.org.pk
Last Date of Submission of Registration Form	December 03 rd 2024 at 05:00 PM
Registration Fee	PSDF will charge PKR 500/- as a registration fee for this scheme. Only those applicants who will pay the fee shall be registered and considered for association in the next stage.

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

Province	District	Trade	CTM	Duration	Education	Curricula Source	Examination Body	Trainee Allocation
SDH	Hyderabad	Advanced Welding (SMAW & GTAW)	16,500	6	Matric	NAV TTC	NAV TTC	25
SDH	Sukkur	Artificial Intelligence (Robotics)	43,000	6	Bachelors	NAV TTC	NAV TTC	25
ICT	Rawalpindi	Automotive Mechatronics	40,500	6	Matric	NAV TTC	NAV TTC	25
SDH	Karachi	Certificate in IT (Game Development & Modelling)	44,000	6	Intermediate	NAV TTC	NAV TTC	25
BAL	Gwadar	Date processing	11,000	3	Class 8	NAV TTC	NAV TTC	25
AJK	Muzaffarabad	Digital Marketing & Search Engine Optimization (SEO)	11,000	6	Intermediate	NAV TTC	NAV TTC	25
BAL	Quetta	eCommerce	11,000	3	Intermediate	NAV TTC	NAV TTC	25
BAL	Quetta	German Language (B5)	11,000	6	Matric	NAV TTC	NAV TTC	25
KP	Peshawar	Graphic Design and Video Editing	11,000	6	Intermediate	NAV TTC	NAV TTC	25
AJK	Muzaffarabad	Graphic Designing (UI/UX Designer)	52,500	3	Matric	NAV TTC	NAV TTC	25
SDH	Hyderabad	Heating Ventilation, Refrigeration & Air Conditioning (HVAC)	11,000	6	Intermediate	NAV TTC	NAV TTC	25
PUN	Lahore	Industrial Stitching Machine Operator	11,000	6	Matric	NAV TTC	NAV TTC	25
BAL	Gwadar	Ship Making	11,000	6	Matric	NAV TTC	NAV TTC	25
ICT	Islamabad	Shuttering Carpenter	20,000	3	Class 5	TEVTA	NAV TTC	25
ICT	Rawalpindi	Shuttering Carpenter	20,000	3	Class 5	TEVTA	NAV TTC	25
ICT	Islamabad	Steel Fixer	11,000	3	Class 8	TEVTA	NAV TTC	25
ICT	Rawalpindi	Steel Fixer	11,000	3	Class 8	TEVTA	NAV TTC	25
BAL	Hub	UPS & Solar PV Technician	11,000	6	Class 8	NAV TTC	NAV TTC	25