

SHORTLISTING DOCUMENT

HIRING OF FIRM FOR TRAINING NEEDS ASSESSMENT UNDER PTEGP

UNDER

PUNJAB TOURISM FOR ECONOMIC GROWTH PROJECT (PTEGP)

**PROJECT DIRECTOR
PUNJAB TOURISM FOR ECONOMIC GROWTH PROJECT (PTEGP)
175-A, UPPER MALL SCHEME LAHORE
PH: 042-99332607-8
<http://ptegp.punjab.gov.pk>**



GOVERNMENT OF THE PUNJAB
PLANNING & DEVELOPMENT BOARD
PUNJAB TOURISM FOR ECONOMIC
GROWTH PROJECT

EXPRESSION OF INTEREST
(CONSULTANCY SERVICES-FIRM SELECTION)

Government of Punjab, Planning & Development Board in collaboration with World Bank Group is implementing Punjab Tourism for Economic Growth Project. The project aims to promote tourism sector by strengthening the institutional capacity through better skills development, increase private sector participation and improve infrastructure services in support of the tourism sector in the province of Punjab. For this purpose, PTEGP invites sealed expression of interest from the eligible firms for the assignment of **“Training need assessment of Skill training”** under the project.

2. Interested firms are required to provide information demonstrating that they have the required qualification and relevant experience to perform the services mentioned above. The firms may associate with other firms in the form of joint venture to enhance their qualifications.

3. The advertisement and detailed EOI may be browsed online from websites i.e: www.ppra.punjab.gov.pk and www.ptegp.punjab.gov.pk can be obtained from the address below during office hours. EOI must be received **by 03:00 PM in our office on or before June 17th, 2019.**

Project Director
Punjab Tourism for Economic Growth Project (PTEGP)
175-A, Upper Mall Scheme Lahore
Ph: 042-99332607-8
<http://ptegp.punjab.gov.pk>

Terms of References (TORs)
Hiring of Firm for Training Needs Assessment
Punjab Tourism for Economic Growth Project, (PTEGP)

I. BACKGROUND:

Government of Punjab, Planning & Development Board in collaboration with World Bank Group is implementing Punjab Tourism for Economic Growth Project with the total project cost of USD 55 million over five years. The project aims to promote tourism sector by strengthening the institutional capacity through better skills development, increase private sector participation and improve infrastructure services in support of the tourism sector in the province of Punjab. The project has become effective from October 13th, 2017.

OBJECTIVES:

Training objectives under PTEG Project are:

- i. Provide Training of Trainers
- ii. Improve Curricula for Institutes of Learning.
- iii. Provide Training to trainees in line departments and private sector
- iv. Support and place internees and apprentices under PTEGP

II. SCOPE OF WORK AND ACTIVITIES TO BE UNDERTAKEN:

The Training Needs Assessment Firm will work with Punjab Tourism for Economic Growth Project (PTEGP) in accordance with clauses of the contract agreement with Project Director, PTEGP.

A detailed need assessment will be conducted to review the training requirements in terms of various tourism departments and private sector operators, target population and job needs. These departments and target groups are just for the reference for the consultant firm. The consultant may propose a different methodologies to address training need assessment gaps for different target groups. Training need assessment will define in detail our future approach. This will culminate in a report on the requirements for skills and our future approach. It is expected that the consulting firm will also study the prevalent core skills curricula and provide the methodology to include soft skills in core skills training.

The Training Needs Assessment Firm will carry out the following tasks:

- Benchmark against standard set of competencies for both line departments and the private sector through (a) identification of sub goals that align with the project; (b) define behaviour required to meet the goal and (c) develop core competencies for the interface.
- Develop a competency framework after verification of line departments and private sector and carrying out focus group sessions with SME's and various departments.
- Prepare a standard role profile for sample positions through: (a) Task Mapping; (b) Basket Analysis and (c) Action Research.

- Conduct a minimum of 8-10 Assessment Centres for a sample of at-least 30 individuals and then implement it to identify gaps in training.
- Carry out a gap analysis of the gap in trainings and give recommendations for training.

DELIVERABLES:

The Training Needs Assessment Firm will submit the following to PMU-PTEGP:

- Design document for group based testing used in the Assessment Centre.
- Detailed report on Training Needs against sample profiles.
- Detailed report on Training Needs against competencies.
- Final Report on Training Needs for both the Line Departments and the Private Sector.

III. **DURATION**

The estimated initial duration of contract would be for 8 **weeks** from signing of the final agreement and **extendable on the basis of mutually agreed grounds.**

IV. **REPORTING ARRANGEMENTS**

The Training Needs Assessment firm will report to the Project Director, PTEGP, Punjab, Lahore.

QUALIFICATION AND EXPERIENCE

- The firm shall have an experience minimum ten (10) years of successful and verifiable relevant work in areas covered by these ToRs
- Should have completed at least two assignments of comparable scale and complexity
- Sound technical capacity in drafting technical reports, analysis and assessment
- Capacity to overcome language barriers and fluency in English and other local languages in the context of Punjab.
- Computer skills (word processing, spread sheets, internet search , and other applications skills)
- Excellent proposal and report writing skills/capacity.

V. **SELECTION PROCEDURE**

Consultant Qualification Selection (CQS) as defined in the World Bank guidelines for Employment of Consultant 2011, revised in 2014

Payments:

The payments will be made as per following schedule:

Sr. No.	Description	Percentage of Payment to be made
01	Inception report	10%
02	1 st draft report	20%
03	Final Report	70%

ANNEX A: REQUIRED SKILLS AND EXPERTISE FOR THE CORE TEAM

S/No	Expert	Qualification	Experience	
			Skills	Years
1	Team Lead	Postgraduate degree in Tourism/Social Sciences/ Development Sciences/Economics/ Business Administration from a recognized University duly approved by Higher Education Commission of Pakistan.	Communication and behaviour change program design and evaluation; demonstrated experience in tourism is preferred	10
2	Education & Training Institutional Strengthening Specialist	Master's degree in social sciences/tourism/Economics; or other relevant disciplines from a recognized University duly approved by Higher Education Commission of Pakistan; Doctoral degree preferred	Demonstrated experience in developing curriculum, competency frameworks, occupational standards and teaching resources.	8
3	Workshop Facilitator/Coordinator (s)	Master's degree from a recognized University duly approved by Higher Education Commission of Pakistan; Doctoral degree preferred	Demonstrated experience in conducting participatory planning workshops with diverse stakeholders.	5

SHORTLISTING CRITERIA

The minimum qualifying marks is 65:

Sr. No	Criteria	Maximum Marks							
1.	Existence as a legal Entity (Legal incorporation or establishment and registration)		Qualifying Criteria						
2.	Not blacklisted by any public or private agency/authority		Qualifying Criteria						
3.	An operational History of at least 3-5 years, with experience in implementing project activities	10	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">3-5 years</td> <td style="text-align: right;">5 Marks</td> </tr> <tr> <td>6-8 Years</td> <td style="text-align: right;">7 Marks</td> </tr> <tr> <td>More than 8 years</td> <td style="text-align: right;">10 Marks</td> </tr> </table>	3-5 years	5 Marks	6-8 Years	7 Marks	More than 8 years	10 Marks
3-5 years	5 Marks								
6-8 Years	7 Marks								
More than 8 years	10 Marks								
4.	Relevant Experience in Similar Projects completed during last 5 years <u>(Must be supported with documentary evidence)</u>	50	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">3-5 Completed Projects</td> <td style="text-align: right;">25 Marks</td> </tr> <tr> <td>6-8 Completed Projects</td> <td style="text-align: right;">50 Marks</td> </tr> </table>	3-5 Completed Projects	25 Marks	6-8 Completed Projects	50 Marks		
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6-8 Completed Projects	50 Marks								
5.	Firm's Team of Expert	30	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Team Lead</td> <td style="text-align: right;">15 Marks</td> </tr> <tr> <td>Education & Training Institutional Strengthening Specialist</td> <td style="text-align: right;">10 Marks</td> </tr> <tr> <td>Workshop Facilitator/Coordinator</td> <td style="text-align: right;">05 Marks</td> </tr> </table>	Team Lead	15 Marks	Education & Training Institutional Strengthening Specialist	10 Marks	Workshop Facilitator/Coordinator	05 Marks
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6.	Work Volume in Monetary Terms.	10	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">2-3 Projects worth 3-5 Million</td> <td style="text-align: right;">07 Marks</td> </tr> <tr> <td>2-3 Projects worth 06 Million or above</td> <td style="text-align: right;">10 Marks</td> </tr> </table>	2-3 Projects worth 3-5 Million	07 Marks	2-3 Projects worth 06 Million or above	10 Marks		
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2-3 Projects worth 06 Million or above	10 Marks								

EOI SUBMISSION

A consulting firm/ consortium will purely be selected on merit in accordance with the criteria mentioned in the shortlisting and procedure laid down in the World Bank guidelines 2011 revised in 2014 under Consultant Qualification Selection. Expressions of interest must be delivered by hand or dispatched by post at the address given by 03:00 PM in our office on or before June 17th, 2019.

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