

TERMS OF REFERENCE
FOR HIRING OF CONSULTANT FOR
“TRAINEE MANAGEMENT INFORMATION SYSTEM OPERATIONALIZATION”

1. INTRODUCTION:

Karachi Tools, Dies & Moulds Centre KTDMC, the leading Teaching Factory in Pakistan is the implementing partner of the project ‘**Support to the Technical and Vocational Education and Training sector in Pakistan**’. The project is supported by the TVET Sector Support Program, which is funded by the European Union, the Federal Republic of Germany and the Royal Norwegian Embassy.

The objectives of the project include:

- To produce a capable and skillful workforce as required by the current market demands.
- To get the trainees conversant with prevailing design and manufacturing technologies and update them with ongoing industrial and work practices.
- To guide trainees to work efficiently, effectively, safely and with discipline.
- To instill characteristics among the trainees such as self-reliance, reliability, responsibility

KTDMC intends to train 350 students through this project in the following National Vocational Qualifications

1. NVQ Machinist Level II
2. NVQ AutoCAD Level II
3. NVQ CNC Machinist Level IV
4. NVQ Dies and Mould Level II
5. NVQ Dies and Mould Level III

2. OBJECTIVES FOR HIRING SERVICES OF CONSULTANT:

KTDMC in respect to the projects seeks to obtain the services of an eligible, motivated and professional individual are required (*not a consulting firm*) who can serve as a individual consultant for Operationalization of Trainee Management Information System in accordance with the scope of work defined below.

3. SCOPE OF WORK FOR CONSULTANT:

1. Development and maintenance of data management systems and hardware to ensure that the system is running effectively for the CP staff.
2. Professionally develop, run and troubleshoot the Drupal based CMS, backed up with programming languages (PHP, jQuery, AJAX, CSS, JavaScript, AngularJS), data base (MS SQL Server) reporting and analysis (SSRS) frameworks and version controller (Vue.JS, Bootstrap Studio).
3. Develop the recording framework and Maintain the records of trainees (trained and certified, enrolment, due for assessments, drop outs, etc.) compiled from the institute records and made available in the National Skills Information System NSIS.

4. Develop and Maintain records of training courses contracted to an institute through an agreement (planned training courses) which would be used to plan physical monitoring visits.
5. Collect data and documentary evidence from the physical visits and maintain records of the physical visits in the digital form.
6. Maintain financial and other records related to an agreement (funds committed, funds disbursed, settlements, audit planning, etc.) to compare against deliverables by agreements
7. Manage and coordinate in data related tasks including capacity building of staff, to ensure program objectives are met in compliance with all relevant regulations and policies.
8. Provide training and advice to partners and end users of Data/IT services understood and resolved issues and ensured data procedures systems and tools are correctly applied

4. QUALIFICATION & EXPERIENCE

1. The consultant should have the following qualification & experience.
2. The consultant must have Bachelor's Degree in Computer Science degree or higher from HEC recognized university.
3. The consultant must have certification in Drupal Based Content Management System
4. The consultant must have a work experience of working with GIZ TVET Sector Support Program or equivalent.
5. The consultant must have a work experience in Database Framework Development and Management.
6. The consultant must have a work experience with International Organizations such as UNDP or USAID or equivalent.

Consultant selection criteria

Individual consultant will be short listed against the following criteria

Mandatory Requirement

Note: Non fulfillment any of the below mandatory requirement shall reject the Expression of Interest.

S. No	Criteria	Description	Evidence
01	Qualification	Bachelor's Degree in Computer Science degree or higher from HEC recognized university	Degree
02	Certification	Certification in Drupal Based Content Management System	Certificates
03	GIZ TVET Sector Support Program Experience	The consultant must have a minimum 06 months experience of working with GIZ TVET Sector Support Program or equivalent.	Experience letter mentioning duration

Evaluation Criteria

On providing mandatory requirements the consultant will be evaluated according to the following criteria.

S. No	Criteria	Total Marks	Description	Evidence	Obtained Marks To be filled by KTDMC
01	Database Management System & Development Experience	30	The consultant having experience in Database Framework Development and Management will be awarded marks as follows 20 Marks for 03 Years or more experience 25 Marks for 05 Years or more experience 30 Marks for 10 Years or more experience	Experience letter mentioning duration	
02	International Organization Experience	30	The consultant who possesses relevant experience with International Organizations such as UNDP or USAID or equivalent will be awarded 15 Marks for experience with each organization.	Experience letter mentioning duration	
03	Interview	40	Consultants will be marked on quality of contents of methodology, approach, and understanding of project in accordance with the scope of work.	Online / Onsite Interview	

Note: -

Total Marks: 100

Min. Passing Marks: 70

Consultant with less than 70 Marks shall be rejected from the bid.

DOCUMENTS REQUIRED FOR HIRING CONSULTANT:

Interested applicant shall provide the following documents along with the covering letter in a sealed envelope bearing the words **“Expression of Interest for Hiring of Consultant for Trainee Management Information System Operationalization”** latest by **January 29, 2021 at 10:00 a.m.**

1. A comprehensive Curriculum Vitae of the Applicant
2. Copy of Degree from HEC recognized University
3. Copy of Certificate in Drupal based Content Management System
4. Copy of Pertinent Work Experience letters/ certificates required as evidence

METHOD OF SELECTION

- KTDMC will follow the Quality and Cost Based Selection method as Method of Selection for the hiring the service of consultant.

REJECTION OF PROPOSAL

- KTDMC reserves the rights to reject all Bids or Proposals at any time prior to the acceptance of a Bid or Proposal.