

**GOVERNMENT OF PAKISTAN  
PLANNING COMMISSION**

**PC-1 FORM**

**(Revised 2005)**

**(SOCIAL SECTORS)**

- 1. Name of the Project:** **BENAZIR BHUTTO SHAHEED YOUTH DEVELOPMENT PROGRAM (BBSYDP)**
- 2. Location:** **Sindh Province**
- 3. Authority responsible for:**
- i. Sponsoring:** **Information Technology Department  
Government of Sindh**
- ii. Execution:** **Information Technology Department  
Government of Sindh**
- iii. Operation and Maintenance:** **Not Applicable**
- 4. (a) Plan Provision:**
- Although, title project is not included in the Five Year Plan but development of human resource and creation of employment opportunities are among the major objectives of the Plan and also part of the Sindh Vision 2030.
  - On the basis of current situation of poverty, un-employment, inflation and lack of skilled workforce for public and private sector consumption, it is necessary for the government to launch the skill development program for economic empowerment of the youth and for socioeconomic development in the country.
  - The Project will be financed out of the proposed block allocation for Benazir Sindh Youth Development Program to be made by P&D Department in the Provincial Annual Development Program (ADP) during financial year 2008-09.

<b>Total Block Provision (IT Sector)</b>	<b>Amount already committed</b>	<b>Amount proposed for this project</b>	<b>Balance available</b>
Rs. 281.603 million (to be proposed)	Rs. 0.0 million	Rs. 281.603 million	Rs. 0.00 million

**(b) Provision in the current year PSDP/ADP**

The project is included in the current year's ADP 2008-09 in which the title project is proposed to be funded out of the proposed Block Allocation.

## **5. Project objectives and its relationship with Sectoral objectives:**

The project is directly related to the vision and objectives of Information Technology Department and the IT Sector in Sindh Province and will meet the crucial requirement of IT skilled manpower for employment in the Public and Private Sectors.

Present Government, realizing the un-employment of the youth in the country launches “**Benazir Bhutto Shaheed Youth Development Program**” to develop skill of the jobless-graduates and under-graduates for local and international job market in order to eradicate poverty hence to improve the socio-economic conditions for the common citizen. The project will therefore provide various trainings and certification courses relating to Information Technology for 4 months training duration in its 1<sup>st</sup> phase and it will further be extended for subsequent depending on the delivery and efficiency of the 1<sup>st</sup> phase of the project.

IT Department observes a critical shortage of trained IT professionals in public and private sector therefore the present government feels responsibility to take appropriate action and plan for providing required skilled workforce for provincial and district government departments and also fulfill private sector demand. The proposed project will produce trained and certified IT professionals in different fields of IT for present and future requirement. The main purpose of the project is to provide new development tools and IT skills to youth for local and international job markets consumption and its possible induction in public and private sectors employments.

The project will provide state-of-the-art IT training including communication skills and certification courses relating to Information Technology for skill development of jobless youth graduates & under-graduates. This effort will contribute to the adoption of IT in the country for improving working efficiency, transparency and good governance. Induction of IT skilled manpower has been made mandatory for promotion and recruitment of government employees as mentioned in National IT Policy and required to be adopted by the Government

Information Technology Department, Government of Sindh has conducted the study for finding IT-HRD Gaps in public and private sector. The major objective of the survey was to find information technology and HRD gaps and to identify the training areas in different fields of information technology at advance level for the benefit of the country in form of getting overseas and local projects.

### **5.1 Specific Objectives of the Project:**

Specific objective of the project is to provide IT Training and Certification for 7000 Jobless Youth graduates & under-graduates in Sindh in following training disciplines, who can be employed in the public and private sectors as detailed below:

Sr. No.	Name of Internee Position	NO. of Trainees	Name of Training/Courses	Required Qualification
1	Data Entry Operator	3500	MS Window, MS Office Internet and Typing tutor	Intermediate
2	Computer Operator	1000	MS Window, MS Office / open source with Linux, Internet	Graduate
3	System Administrator	100	MS Windows & Linux with Basic Network & Database training.	Graduate having DIT/DCS
4	Multimedia Graphics Designer	500	Photoshop, Freehand, Flash	Graduate with Computer Knowledge.
5	Network Specialist (Microsoft)	300	MCSE track / Cisco track (CCNA & CCNP)	4 years degree in BCS/BCIT/MSc-IT/MSc-CS
6	Software Engineer	400	.NET framework or J2EE or Oracle Developer Track with designing & reporting	4 years degree in BCS/BCIT/MSc-IT/MSc-CS
7	Hardware Engineer	200	MCSA & A+	4 years degree in BCS/BCIT/MSc-IT/MSc-CS / Diploma in Electronics.
8	Auto-Cad Designer	300	Auto-Cad certificate course	Any Engineering / IT Degree / Diploma
9	Web Developer (Open Source/ Microsoft)	200	J2EE and PHP with MySQL connectivity / ASP.NET using VB or C# with ADO.NET	4 years degree in BCS/BCIT/MSc-IT/MSc-CS.
10	Call Center Agent	500	Call Center Agent Training	Intermediate / Graduate (preference will be given to English speaking candidates)
		<b>7000</b>	<b>Total</b>	<b>Or equal qualifications</b>

Note : Each Training course will include one month communication skill and English language training, which is essentially required for each candidate for job-market competency and improvement of working efficiency.

## 6. Description, justification and technical parameters

Government of Sindh is planning to provide employment opportunities for Jobless Graduates & under-graduates in Sindh for which the present government has announced “**Benazir Bhutto Shaheed Youth Development Program**”. To implement the program every department has been directed to bring up the project PC-1 for imparting trainings and certification courses in order to develop skill of the jobless youth in Sindh. To identify the training areas a preliminary study was required to be conducted for identifying IT-HRD Gaps, where the participants will be trained. These trainings will give direct benefit to the Jobless graduates in increasing their qualification as per market demand. This will increase the public and private business efficiency and earn foreign exchanges through export of surplus manpower. Implementation of E-Government model as envisaged by the IT & Telecom Division will be accelerated through employment of the IT trained manpower in government department.

## 6.1 Justification / Feasibility:

At present, there is a shortage of trained manpower in different fields and at different level of skills in Information Technology (IT). Pakistan Software House and Data Processing Companies are in continuous search of quality IT persons. It has been observed that the Pakistan-based IT companies are not being able to get sizeable share of overseas projects. The reasons being that all the IT projects are time specific and demand driven and the local companies are not in a position to deliver the projects in time, mostly due to the non-availability of trained manpower in the market also there exist a big gap on the demand side in call center industry.

A Call Center is traditionally defined as a physical location where calls are placed, or received, in high volumes for the purpose of sales, marketing, customer service, Telemarketing, technical support or other specialized business activities. Call Centre improve customer satisfaction and allow optimal allocation or resources, enhancing profitability

Government of Pakistan has announced a policy for the establishment of Call Centers in Pakistan to provide service to offshore companies. The access to Call Centers is normally through 0800 Free Phone Numbers. The typical services are airline booking / confirmation; helpline, banking, hotels, reservations, insurance claims etc.

The overseas companies routed to Call Centers in Pakistan through VoIP technology where trained operators respond to the inquiries of the customers. This service requires quick response, high quality communication links, appropriate conversation skills and efficient handling without any noticeable time delay.

According to Govt. policy, PTCL will be responsible for providing connectivity for establishment of Call Centers in Pakistan in the form of bandwidth and one-way PRI depending upon type of Call Centre. There will be three types of call centers that can be established in Pakistan and they are;

- ✓ International
- ✓ Domestic
- ✓ Combined

For this purpose, to facilitate the international / foreign companies and to earn foreign exchange, there is need to provide the infrastructure and well trained manpower in the local market to cope with the requirement of International / foreign companies.

In fact the quality of education in Pakistan is not very good and up to the International standard. The medium of education is also debatable. The medium of education in most of the institutions is either Urdu or regional languages. To cope with the requirements of international markets we have to concentrate on the English as our education medium and provide the training of Call Centre Agents / Operators to the youth. The main objectives of the proposed training are ;

- To create the skilled man power for the rapidly growing field of Call Centre.
- To facilitate the job-less or low paid graduates / undergraduates to learn state-of-the-art Call Centre application, operation, usage and management.
- To bring foreign exchange by the establishment of off-shore Call Centre companies in Pakistan.
- To provide employment opportunities to graduates equipped with basic education and having good communication skill.
- Will enhance and encourage the concept of e-business and e-commerce in the private / public sector organization.

## **6.2 Technical Parameters:**

### **6.2.1 Selection Criteria for Training Institutions:**

- The selection of training institute shall be in a manner that all the districts in the province are covered.
- The selection of training institute has been designed in standard base (Detail attached of pages at **Annexure-II**).
- The selected institutes must fulfill the specific training needs of particular training discipline / position in terms of training material, modules, qualified faculty and proper certification and the same should be sent to IT Department alongwith duly filled proforma.
- The selected institutes must have to mention the capacity to process the applications and conduct entry or aptitude test for selection of trainees.
- Institutes are expected to monitor the performance of the trainees and submit the monthly progress report to the Project Management Unit of the IT Department.
- An inspection team of Project Management Unit / Departmental committee must physically visit the selected institutes on a monthly basis;

### **6.2.2 Trainees' Selection Criteria:**

Trainees' Selection Criteria will be adopted as per General Guide line issued by Provincial Coordination Unit of BBSYDP:

- The Selection of trainees shall be in a manner that all districts in the province are covered. In order to address this issue the IT Department is enclosed a District Placement plan at **Annexure-III**.

- Age bracket shall be training-specific, preferably between 18-35 years.
- Minimum qualification must be at least intermediate for the IT Training courses.
- Preference will be given to;
  - Candidates from households with less income\*.
  - At least one candidate from each unemployed family;
  - Women candidates.
- A candidate will be provided the opportunity for only one training course in a year.
- All candidates will be required to apply for a specific name of training course and position.
- The selection of applicants will be merit-based.
- Applicant will be required to apply to the training institutes or Departmental offices as specified in the advertisements.
- List of successful applicants will be published on the program website, newspaper and pasted at the relevant training Institute.
- There will be centralized Entry Test to be conducted by Institute itself who will assure to maintain the above mentioned selection criteria in addition to the verification of the domicile, academic qualification and minimum knowledge of the relevant training discipline / position.

\* To be determined through “**Undertaking Form**”

### **6.2.3 Applications :**

- Standard Application Form has been designed and provided by Provincial Coordination Unit, in consultation with other partner departments including Information Technology Department is also enclosed with this proposal.
- Application Form shall be published in the Newspapers alongwith the IT department’s advertisements for selection of trainees.
- Applicant must attach Form “B” from NADRA.
- Domicile Certificate (Self or Father). All applications will be required to attach an “Undertaking” as stated in which will also available with the online Application Form.
- Online Application and undertaking facility will be provided through a program website.
- Successful applicants will be required to provide their bank account details for payment of stipend.
- All applications will be allotted an Identification Number as follows; **BB/(Department)/(Training Course / Code)/ (Serial No.)-(Year)**.  
Example : **BB/IT/Data Entry Operator – code/01-08**

***MIS has been designed by Provincial Coordination Unit and will be provided to the Institutions and Departments where the application will be treated.***

- The applicant can apply for only one training program in one department. However, an applicant applying for trainings in more than one department, he / she will be eligible to avail one training only.

#### **6.2.4 Advertisement:**

All program activities related to trainings must be carried out in a transparent manner and through wide publicity in media as per following arrangements provided by PCU in its general guide lines ;

- The details containing the district and course/training/position wise bifurcation of seats must be published in Urdu, Sindhi and English Newspaper advertisements as well as on the proposed website for facilitation of applicants.
- Advertisements of the trainings shall be prepared and forwarded to Provincial Coordination Unit for vetting and standardization.
- PMU of the department shall be published the advertisements related to media coverage, selection of trainees and training institute.

#### **6.2.5 Pre Training Scenario:**

IT Department has been conducting Requirement Analysis sessions with the stakeholders from public and private sector organizations for generating real demand of the IT skilled professionals, and for estimating actual number of the IT professionals required to be trained in the different IT certification courses, therefore the total number of the required professionals will be adjusted as per actual market demand.

#### **6.2.6 Post training Scenario:**

The selected candidates will initially be placed in the training institutions for undertaking training in the relevant area. After successfully completion of the training the institute will arrange for product/international certification examination subject to the availability of the certifying institutions in Pakistan for which the project will pay requisite fee. After the candidate is fully skilled with training and certification, his services will be offered to the private or public sector organization where from the demand was generated for his employment and thereafter the project will not pay to the candidate for his monthly stipend. Maximum duration of the contract of the candidate will be one year, and after completion of the training the services of the candidates will be placed to the relevant organization as Internee in case proper employment is not materialized.

### 6.3 Implementation Methodology:

1. A Project Management Committee (PMC) headed by the Secretary, IT and members at the level of Additional Secretary from SGA&CD, Planning and Development Department, Finance Department, Information Technology Department, Director, IT Department, concerned Project Coordinator of the Project and as and when required co-opted domain expert(s) from public or private sector will be constituted for project implementation with following terms of references:
  - i. Invite proposals through open tenders for selection of Training Institutions and define complete TOR for outsourcing the trainings,
  - ii. Evaluate and approve the prequalification of the training institutions and award of the contracts to the selected Training Institutions,
  - iii. Engage professional services for development and operation of Database of the trainees from selection till completion of the project,
  - iv. Finalize the syllabus for each training course,
  - v. Engage services of professional organization to conduct final exam of the trainees to ensure that the training provided by the institute is really good and it will be the responsibility of the institution to repeat the training free of any additional charges for the candidate till he successfully qualifies the final exam. If the candidate in any case dropout from the certification course conducted by other organization than the training institute will be responsible to provide certificate of attendance. Further more the institute will also be responsible to select those candidates who are eligible for certification test.
  - vi. Invite applications from Job-less Youth and provide to the selected training institutions as per application format provided by PCU.
  - vii. Define the code of conduct for the candidate for effective utilization of the training facilities,
  - viii. The committee will have power to disqualify and terminate the contract of any candidate who will not maintain the code of conduct,
2. The committee will ensure the monitoring mechanism in order to implement the project in transparent manner.
3. If the course fee is less than or more than the estimated cost given in the detailed worksheet, then actual amount of the course fee will be paid to the institution.
4. Program Coordinator would be handling the project execution and monitoring.
5. The PMC will prescribe the requisite qualification for each project position and will device the selection criteria for recruitment of the project staff purely on contract basis as per provision made in the PC-1 for project duration only.
6. Till recruitment of the project staff IT Department will engage the services of the existing staff of the IT Department for implementation of the project, the department will allow Project Allowance as per admissible rates in PC-1, so that delay in execution of the project could be avoided. Furthermore, Project Staff can also be appointed by transfer on deputation basis for the project period and will allow to draw the project monthly salary as per admissible rates in the PC-I

## 7. Capital Cost Estimates:

### Details of Financial requirement for the Project

Rs. In Million

S. No.	Name of Post / Description	No. of Posts	Monthly Salary	Project Allowance	Amount
<b>A</b>	<b>Project Salaries Cost</b>				
1	Project Director (BPS-19)	01	90000	40000	1.08
2	Deputy Project Director (Training/Monitoring/MIS)	01	75000	30000	0.90
3	Deputy Project Director (HR/Admin)	01	75000	30000	0.90
4	Assistant Director (MIS)	01	50000	30000	0.60
5	Accounts Officer	01	50000	30000	0.60
6	Accounts Assistant	01	25000	15000	0.30
7	Assistants	03	20000	8000	0.72
8	Driver	02	10000	2000	0.24
9	Naib Qasid	03	7000	2000	0.252
	<b>Sub-Total Project Salaries of 14 employees</b>	<b>14</b>			<b>5.592</b>
<b>B</b>	<b>Project Operation Cost</b>			<b>Per unit</b>	
1	One HP Note Book Computer	3		85000	0.255
2	Computer with UPS (complete set)	3		70000	0.21
3	HP Laser Printer/Scanner/Fax Machine	3		30000	0.09
4	Photocopier	1		150000	0.15
5	Office furnishing and renovation for the project staff				0.50
6	Traveling Allowance				1.00
7	Repair of Transport				0.35
8	P.O.L. charges.				1.30
9	Postage/Courier Services				0.50
10	T&T/ PTCL charges				0.50
11	Stationary and computer utilities				0.50
12	Workshop / seminars				1.00
13	Advertisement / Publicity				0.50
14	Other Miscellaneous				1.00
	<b>Sub-Total Operation Cost</b>				<b>7.855</b>
	<b>Total Administrative Cost</b>				<b>13.447</b>
<b>C</b>	<b>Project Training Costs</b>				
1	Cost of Training Fee	Annex-I		7000	101.60
2	Cost of Certification fees * course	Annex-I		180	4.34
3	Cost of Stipend	Annex-I		7000	161.20
4	3rd Party validation @ 1% of Training Cost.	Annex-I		7000	1.016
	<b>Sub-Total Project Development</b>				<b>268.156</b>
	<b>Total Project Cost</b>				<b>281.603</b>

Note: a) Salary rates are adopted as per Planning Commission's decision on "Recommendation of the Committee on Standardization of Pay Package and Project Allowance for the Officers / Staff recruited in the development projects" by the Government of Pakistan vide minutes of CDWP meeting held on 1st March 2008.

b) POL and Repair of Transport would be allowed in case of the ban for purchase of vehicles and the same has been considered the Technical Committee of PCU of P&D Deptt. GOS.

\* Cost of certification has been calculated on 20% of total candidates of each certification course.

Details of the project cost estimates are given at **ANNEXURE-I**

8. Annual operating and maintenance cost after completion of the project

There will be no operating and maintenance cost required after completion of the project

9. **Demand and supply analysis:**

The digital divide which exist in the province is the major justification of the existence of the Demand of skilled youth in the field of Information Technology and at present the total no of institutions providing that skill set is not sufficient specially in the remote areas of the province as well as the training cost of such skill set is far beyond the purchase power of majority of the population therefore there is a genuine need to establish mechanism like this project to fill the gap between demand and supply.

10. **Financial Plan and mode of financing**

The project will be financed out of the block allocation to be made by Planning and Development Department, Government of Sindh for which scheme has been included in ADP 2008-09 proposal of Information Technology Department.

11. **Project benefits and analysis:**

The project will generate employment opportunities and will reduce poverty. However, the cost analysis is given as under:

Total Cost of the Project:	Rs. <b>281.603 million</b>
Number of youth to be trained	7000 participants
Average cost per participant	Rs.281,603,000 / 7000 = <b>40,229/-</b> ,
Further distribution of <b>Rs. 40,229/-</b> is given as under;	
Cost of stipend for 4 months	Rs. <b>5,757</b> (per month per candidate) x 4 month = <b>Rs. 23,028/-</b>
Cost of training & certification	Rs 105,940,000 / 7000 = <b>Rs. 15,134/-</b>
Administration & Management cost	Rs 13,447,000 / 7000 = <b>Rs 1,921/-</b>

11.(a). Impact of delays on project cost and viability and risk factors

- Delays in selection of Institutions.
- Lesser the number of Institutions.
- Longer the duration of the project.
- Discontinuation of the certification examination facility in Pakistan.
- Dropout of the certain percentage of the candidates from certification examination
- Identification of source of funding process
- Delay in approval of scheme and issuance and authentication of Administrative approval and release of funds from the Finance and other concerned departments.

12. **Implementation schedule / Action Plan:**

As per action plan at **Annexure-IV**. This action plan will be implemented subject to issuance of Administrative Approval of PC-I and timely release of funds from the Finance Department, Government of Sindh.

**13. Management structure and manpower requirements including specialized skills during execution and operational phases as per general guidelines issued by the PCU in :**

Name of position	Number
Project Director (BS-19)	1
Deputy Project Director (HR/Admin)	1
Deputy Project Director (Training / Monitoring / MIS)	1
Assistant Director (MIS)	1
Accounts Officer	1
Accounts Assistant	1
Assistant	3
Driver	2
Naib Qasid	3
Total number	<b>14</b>

**14. Additional projects/decisions required to maximize socio-economic benefits from the proposed project:**

All IT projects being launched by Information Technology Department and other Provincial and District Government Departments will benefit from the outcome of the project and the trained manpower will be made available for implementation of the IT project in public and private sector. The existing vacancies like Stenos, Clerks, Assistants, Typist and Storekeepers etc proposed to be re-designated to IT oriented position like Data Entry Operator, Data Processing Assistant, Data Processing officer, Key Punch Operator etc. Therefore, the government will give priority to the trained manpower in selection of the relevant IT positions in future recruitments.

IT Department will propose a supplement project titled “Public – Private partnership for Establishment of IT training Labs in the Government Colleges and Higher Secondary schools in Sindh to sustain the efforts to be made during the project and carry forward the scope of the project for subsequent years.

**15.** Certified that the project proposal has been prepared on the basis of instructions provided by the Planning Commission for the preparation of PC-I for Social Sector projects.

**Checked by :**

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**Muhammad Yousuf**  
Director  
Information Technology Department  
Government of Sindh

**Prepared by :**

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**Niaz Ahmed Leghari**  
Additional Secretary (Tech)  
Information Technology Department  
Government of Sindh

**Approved by :**

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**Muhammad Zakir**  
Secretary to  
Government of Sindh  
Information Technology Department

**Training Institutes Selection Form**

Organizational Structure and Information about Technical Programs

INSTITUTION \_\_\_\_\_  
 PROGRAM (S) \_\_\_\_\_  
 TO BE EVALUATED \_\_\_\_\_

**Name, Address, and Administrative Structure of the Institution**

Name of the institution	
Address of the institution	
Name of the chief administrative officer (rector or vice chancellor)	
Administrative structure	

**Degree Programs and Relevant Information**

Name of the Existing Program	Enrollment	Full-time (FT) Faculty Size in the Primary Department	Full-time Faculty Size in the Supporting courses including call center training if it is provided.			
			Basic IT Courses	Advance IT courses	Degrees offered courses related to IT	Call Center Training

**How many students has the institution graduated over the past three years?**

2005-06	2006-07	2007-08

**How many students have graduated under the program (mentioned the training program) over the past three years?**

2005-06	2006-07	2007-08

**What facilities and resources are available to students for training, internships and placement?**

**INFRASTRUCTURE AND SUPPORT INFORMATION**

Size of campus (Sq. Yd.)	
Covered area (sq ft)	
Sizes of lecture rooms	
Instructional facilities provided in lecture rooms	
General computing lab facilities: total number of	

PCs and lab hours		
Nature and level of networking		
Specialized lab facilities and hours of their availability		

## **INSTITUTION'S AND PROGRAM'S FINANCIAL INFORMATION**

### **Financial Information about the Institution and the Program**

Total assets of the institution	
Total endowment fund of the institution	

	2005-06	2006-07	2007-08
Yearly budget for the three years			
	2005-06	2006-07	2007-08
Fee Structure			
What are sources of income			

### **For Call Center Training Institutions**

#### **Training Process ( International & Domestic Call Centre)**

<b>Requirement</b>	<b>Details</b>
Attach a brief description of your international and / or domestic training process.	
Attach the international and / or domestic client references to which your firm has provided training courses successfully.	
Attach a brief description of the curriculum for both the international and domestic training modules.	

#### **Training Team ( International & Domestic Call Centre)**

<b>Requirement</b>	<b>Details</b>
Give the details of Trainers who are imparting International and domestic Call Center Training.	
Trainers resume should be included with ; <ul style="list-style-type: none"> <li>➤ Degree, alongwith University Name;</li> <li>➤ Work background alongwith experience letters.</li> <li>➤ Details of all certifications and courses attended.</li> <li>➤ Membership if any with Call Center Bodies or Call Center Training Institutes.</li> <li>➤ Details of Training Conducted by Trainers alongwith total number of attendants.</li> </ul>	

#### **Training Certifications**

<b>Requirement</b>	<b>Details</b>
List any certifications of accreditation for training of your firm.	
If your firm has been pre-qualified by any government department, then list such departments.	
Are any employee of your firm in the phase of obtaining or have obtained any certification for training ? If yes then provide all details.	

### **External Training Affiliation / Institutes**

<b>Requirement</b>	<b>Details</b>
List details of any external Training Institutes / Affiliations your firm has locally or Internationally.	
For all such affiliations please provide company profile and letters stating them as a training partner.	

### **Training Facilities**

<b>Requirement</b>	<b>Details</b>
List the details of the Training facilities your firm provides.	
Does your firms have a well-equipped state of art training facility? Give brief details and pictures.	
Total capacity that can be handled at your training facilities.	

The interested I.T. training Institutions / Call Center Training Institutions (Public / Private) from all the cities / towns of the Province of Sindh may apply if they agree to the following Terms of Reference (TORs)

### **TERMS OF REFERENCE (TOR) FOR IMPARTING IT TRAINING / CALL CENTER TRAINING**

- I.T Training Institutions / Call Center Training Institutions should be registered / affiliated with any concerned University / board on any other authorized agency..
- The selected institutes must fulfill the specific training needs of particular training discipline / position in terms of training material, modules, qualified faculty and proper certification and the same should be sent to IT Department alongwith duly filled proforma.
- The selected institutes must have to mention the capacity to process the applications and conduct entry or aptitude test for selection of trainees.
- Institutes are expected to monitor the performance of the trainees and submit the monthly progress report to the Project Management Unit of the IT Department.
- An inspection team of Project Management Unit / Departmental committee must physically visit the selected institutes on a monthly basis;
- Project Management Committee engage services of professional organization to conduct final exam of the trainees to ensure that the training provided by the institute is really good and it will be the responsibility of the institution to repeat the training free of any additional charges for the candidate till he successfully qualifies the final exam. If the candidate in any case dropout from the certification course conducted by other organization than the training institute will be responsible to provide certificate of attendance. Further more the institute will also be responsible to select those candidates who are eligible for certification test.
- The competent authority / Government of Sindh reserves the rights to reject any or all the tender without assigning any reason thereof.

❖ I / We accept the above Terms of Reference

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_

**DETAIL WORKSHEET FOR ESTIMATED DEMAND / REQUIREMENT OF IT SUPPORTING STAFF UNDER  
BENAZIR BHUTTO SHAHEED YOUTH DEVELOPMENT PROGRAM**

- i) Provincial Government Departments & its Attached offices.
- ii) Establishment of IT Group of Offices in each District Government.
- iii) IT Support for each District Government Department.
- iv) Private Sector Demand

S.No.	Category of Training	Provincial Department & Attached Offices =50		Establishment of IT Group of Offices in 23 Districts		IT Youth Support for each District Government Department in 23 Districts		Total Public Sector Demand	Private Sector	Total Demand
		Rate	Requirement	Rate	Requirement	Rate	Requirement	Requirement	Requirement	Requirement
01	Data Entry Operator	70	3500	14	322	12	276	4098	3000	7098
02	Computer Operator	25	1250	5	115	3	69	1434	1500	2934
03	System Administrator	5	250	3	69	1	23	342	600	942
04	Multimedia Graphics Designer	5	250	2	46	1	23	319	600	919
05	Network Specialist (Microsoft)	5	250	2	46	1	23	319	600	919
06	Software Engineer	5	250	2	46	1	23	319	600	919
07	Hardware Engineer	5	250	2	46	1	23	319	500	819
08	Auto-Cad Designer	5	250	0	0	1	23	273	250	523
09	Web Developer (Open Source/ Microsoft)	5	250	3	69	1	23	342	500	842
10	Call Center Agent	5	250	0	0	1	23	273	250	523
<b>Total :</b>		<b>130</b>	<b>7500</b>	<b>38</b>	<b>874</b>	<b>25</b>	<b>598</b>	<b>8972</b>	<b>9450</b>	<b>18422</b>

# REPORTS

- Application Form for applicant
- Baseline report
- Inception Report
- Weekly attendance report from Institute to PMU
- Monthly Progress Report from institute to PMU
- Quarterly Performance Report from PMU to PCU
- Course completion report
- Monthly Expenditure statement



## Application form for Benazir Bhutto Shaheed Youth Development Program



Course Name: \_\_\_\_\_ Institution's Name: \_\_\_\_\_  
 Course advertising department: \_\_\_\_\_

### APPLICANTS DETAILS

Name of applicant: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Domicile: \_\_\_\_\_ Computerized NIC No. \_\_\_\_\_

Educational Qualifications:

Two recent  
Passport Size  
Pictures

1 x 1

Certificate/Degree	School/Board/University	Start date	Finish date/year of passing	Marks/Grade obtained
Primary/Middle/				
Matriculation				
Intermediate				
Degree				

### ➤ Provide Documents

### PERSONAL DETAILS

(a) Gender: **Male/Female** (b) Marital Status: **Un-married/Married/Divorced**

(c) Status: **Employed/Un-employed** If un-employed since: \_\_\_\_\_

Father's/Husband's name: \_\_\_\_\_ CNIC-No.: \_\_\_\_\_

- Father's/Husband's/Guardian's Profession: \_\_\_\_\_
- Father's/Husband's Income per Year \_\_\_\_\_
- Brothers & Sisters Name, Age & Profession: \_\_\_\_\_

Name	Age	Profession (Employed/Un-employed)

- (i) No of family members living jointly: \_\_\_\_\_ (ii) Residential Address: \_\_\_\_\_  
 (iii) Rented/Owned: \_\_\_\_\_ (iv) Average Electricity Bill Per Month Rs: \_\_\_\_\_  
 (v) Permanent Address: \_\_\_\_\_  
 (vi) Property/Agricultural Land owned by Father/Brothers/Husband/Self: \_\_\_\_\_

Name of Relative	Details of Property

- Total monthly income of house hold: \_\_\_\_\_

### UNDERTAKING:

I, Mr. Miss / Mrs. \_\_\_\_\_ S/O, D/O, W/O \_\_\_\_\_ CNIC# \_\_\_\_\_

Solemnly state that the information given on the form is true & correct. And that currently I am not employed any where. Further, I understand and accept that any information with held or incorrectly given will disqualify me from the program and its benefits.

Dated: \_\_\_\_\_

**Applicant**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

C.N.I.C # \_\_\_\_\_

Phone/Cell # \_\_\_\_\_

**For Office Use**



# Benazir Bhutto Shaheed Youth Development Program



## BASELINE REPORT

(to be filled in by Institute)

**Concept:**

The concept of baseline report should be in terms of available physical infra-structure and capacity (Building & its conditions available facilities, Nos. of Persons to be trained, and availability of H. R. & Material Resource).

Project Title: \_\_\_\_\_ Reporting Period: \_\_\_\_\_

Prepared by (Designation): \_\_\_\_\_ Date of submission: \_\_\_\_\_

### Facility Wise Information of Training Institutes

Name of Institute: \_\_\_\_\_ ID: \_\_\_\_\_ District: \_\_\_\_\_

Institute Information		Training Ads. (Available Position of Facilities)					Miscellaneous			Trainer/Instructor	
No of Courses offered*	Capacity of Training Institute (No of Trainees/Batch)	Multi media	O.H.P	White Board (L)	Audio / Video Arrangements	Practical Lab.	Drinking Water	Building Condition	Hostel Availability	Sanctioned	Working

Please attach list of courses, Capacity and Brochure of the Institute on separate sheet as per above format.

### Institute Wise Information

No. of Sanctioned Staff: \_\_\_\_\_

No. of Physically Working Staff: \_\_\_\_\_

Name Of Principal / Head (CAPS): _____				
Residential Address: _____		Ph: _____	Cell: _____	Email: _____
Name of Master Trainer		Subject		Status
1. _____		_____		_____
2. _____		_____		_____
3. _____		_____		_____

(please attach a separate list in case of exceeding nos)



# Benazir Bhutto Shaheed Youth Development Program



## INCEPTION REPORT

(to be filled in by PMU)

**Concept:**

This report should focus on the training venues, duration commencement and completion date . The department will summarize venue wise approved training programs showing date of approval.

Project Title: \_\_\_\_\_ Reporting Period: \_\_\_\_\_

Prepared by (Designation): \_\_\_\_\_ Date of Submission: \_\_\_\_\_

Training Modules Available: (Tutors & Trainees)----- Medium (Sindhi/Urdu & English): -----

**Detail of Project Activities:**

Sr. #	Name of Training	Duration of course	Name of Institute	Institute ID	Prescribed Qualification for Trainees	Date of Start	Trainees		Trainers Available	Trainers Required	Remarks
							Selected	Joined			
1	2	2	3	4	5	6	7	8	9	10	11
1.											
2.											
3.											
4.											
5.											
6.											
7.											
8.											
9.											
10.											

(please attach a separate list in case of exceeding nos)

**Details of Trainees Joined:**

Sr. #	Registration No.	Name of Trainee	CNIC	Bank Account details	Name of Institute	Course Joined
1	2	3	4	5	6	7
1.						
2.						

(provide list as per above proforma)



***Benazir Bhutto Shaheed***  
***Youth Development Program***



**WEEKLY ATTENDANCE REPORT**  
**(FROM INSTITUTES TO PMU)**

Department: \_\_\_\_\_

Name of district: \_\_\_\_\_ Taluka: \_\_\_\_\_

Name of Institute: \_\_\_\_\_ Institute ID: \_\_\_\_\_

Report for the period from \_\_\_\_\_ to \_\_\_\_\_

Sr.No	Name of Student	Registration No	Course ID	Attendance			Remarks	
				No. of working days	P	A		P %
<b>1</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								

Stipend Disbursement will depend upon Atleast 80% attendance



## ***Benazir Bhutto Shaheed Youth Development Program***



### **MONTHLY PROGRESS REPORT (FROM INSTITUTE TO PMU)**

Project Title: \_\_\_\_\_ Reporting Month: \_\_\_\_\_

Prepared by: \_\_\_\_\_ Date of Submission of Form: \_\_\_\_\_

Name of Institution: \_\_\_\_\_ Institute ID: \_\_\_\_\_

#### **Monthly Progress report from Institute**

Sr. No	Name of Course	Duration of course	Lecture/ Practical		Trainer/ Instructor		Expenditure Statement			Remarks
			Scheduled	Conducted	Required	Available	Stipend	Training cost	Admn	
1	2	3	4	5	6	7	8	9	10	11
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										



# **Benazir Bhutto Shaheed**

## **Youth Development Program**

### **QUARTERLY PERFORMANCE REPORT**

#### **(FROM PMU TO PCU)**

*(This is in narrative report with major focus on the progress in project implementation miles stone covered, assessment of achievements, hindrances encumbered and solution found / suggested and adjustments proposed).*

**Department:** \_\_\_\_\_  
**Reporting Period:** Quarter starting from \_\_\_\_\_ to \_\_\_\_\_  
**Name of PD:** \_\_\_\_\_  
**Date of Submission:** \_\_\_\_\_

#### **Implementation & Progress in the Quarter**

**1. Introduction:**

*(Brief description of Program, mentioning objectives, targets, of program not more than 500 words)*

**2. Progress:**

*(This will help us in linking up the activities and actions in sequential manner and help in follow up actions)*

**3. Summary of Training reports from field:**

*(Mention specific activities for this quarter and progress (Field Visits, feedback, meeting with heads of training institutes etc)*

**4. Information on trainings:**

No of Trades	Trainings			Trainees				Trainers/Instructors	
	No of Batches Targeted	Batches in Progress	Completed	Targeted	Admitted	Dropout	Qualified	Available	Required
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>

**5. Private Sector organizations enlisted with departments to link for post training employability of trainees.**

**6. Please state how many trainees linked to gain full employment in Private/ Public Sector?**

**7. Please state how many Trainees linked to Micro Finance/ SME organizations?**

**8. Constraints/ problems/issues encountered to project implementation and progress, if any;**

**9. Solution Found / Proposed:**

*(General or specific for program improvement; as per data collected whether there is need for any change or improvement in program design and planned activities to achieve the program objectives more effectively)*

**10. Expenditure Report:**

**11. Major achievements in terms of information given at S. No2-10:**

**12. Project Design change identified, if any with justification and how to be incorporated in to project:**

**13. Any new activity Planned for next Report:**

**14. Key Lessons Learnt:**

**15. Other aspects/ details**

*Print / Electronic Media Coverage* \_\_\_\_\_

**16. Next quarter's work Plan:**

- *Activities details*
- *Duration of activity*
- *Time lines*
- *Start date*
- *Finish date*



# ***Benazir Bhutto Shaheed*** ***Youth Development Program***



## **COURSE COMPLETION REPORT**

1. Project Title: \_\_\_\_\_
2. Prepared By: \_\_\_\_\_
3. Date of Submission of Report: \_\_\_\_\_
4. Course Name: \_\_\_\_\_
5. Course ID: \_\_\_\_\_
6. Duration: from \_\_\_\_\_ to \_\_\_\_\_
7. Shift: (Morning/Evening)
8. Total Admitted: \_\_\_\_\_ Total Attended (30% and above): \_\_\_\_\_
9. Dropout: \_\_\_\_\_
10. Qualified: \_\_\_\_\_
11. Total Cost of the Course: -----
11. Problems:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
12. List of Qualified Trainees and their Registration Nos (Annexure A)

**Benazir Bhutto Shaheed Youth Development Program**

**Monthly Expenditure Statement (MES)**

For the month of \_\_\_\_\_

Department: \_\_\_\_\_

Sr.No	Date	Head of Account	Budget	Expenditure	Balance	Annexure
<b>A</b>		<b><u>Stipend Cost of Courses</u></b>	-	-		Particulars of candidates alongwith bank details
		Data Entry Operator				
		Computer Operator				
		System Administrator				
		Multimedia Graphics Designer				
		Network Specialist (Microsoft)				
		Software Engineer				
		Hardware Engineer				
		Auto-Cad Designer				
		Web Developer (Open Source/ Microsoft)				
		Call Center Agent				
<b>Total - A</b>						
<b>B</b>		<b><u>Training</u></b>	-	-		
		<b><u>Remuneration of Trainers</u></b>	-	-		
		Course A				
		Course B				
		Course C				
		Course D				
		Course E				
		<b><u>Fee payment to Training Institutes</u></b>	-	-		
		Data Entry Operator				
		Computer Operator				
		System Administrator				
		Multimedia Graphics Designer				
		Network Specialist (Microsoft)				
		Software Engineer				
		Hardware Engineer				
		Auto-Cad Designer				
		Web Developer (Open Source/ Microsoft)				
		Call Center Agent				

		<b><u>Traveling Allowance / Daily Allowance</u></b>	-	-		
		Course A				
		Course B				
		Course C				
		Course D				
		Course E				
		<b><u>Accommodation Expenses</u></b>	-	-		
		Course A				
		Course B				
		Course C				
		Course D				
		Course E				
		<b><u>Training Material</u></b>	-	-		
		Course A				
		Course B				
		Course C				
		Course D				
		Course E				
		Others				
<b>Total - B</b>						

Prepared By: \_\_\_\_\_

Checked & Verified By: \_\_\_\_\_

Signature & date		Signature & date	
Name:		Name	
Designation: Accounts Officer		Designation	Deputy Director/ HR/Admin

**Instructions**

- 1 All expenses reported must have annexure containing details
- 2 MES must be reconciled with AG office on monthly basis

**Benazir Bhutto Shaheed Youth Development Program**

**Monthly Expenditure Statement (MES)**

For the month of \_\_\_\_\_

Department: \_\_\_\_\_

Sr.No	Date	Head of Account	Budget	Expenditure	Balance	Annexure
<b>C</b>		<b>Admin Cost</b>	-	-		
		Project Salaries Cost				
		<b>Project Operation Cost</b>				
		One HP Note Book Computer				
		Computer with UPS (complete set)				
		HP Laser Printer/Scanner/Fax Machine				
		Photocopier				
		Office furnishing and renovation for the project staff				
		Traveling Allowance				
		Repair of Transport				
		P.O.L. charges.				
		Postage/Courier Services				
		T&T/ PTCL charges				
		Stationary and computer utilities				
		Workshop / Seminar				
		Advertisement / Publicity				
		Other Miscellaneous				

<b>Prepared By:</b> _____		Workshop / seminars	<b>Checked &amp; Verified By:</b> _____	
Signature & date		Signature & date		
Name:		Name		
Designation: Accounts Officer		Designation	Deputy Director/ HR/Admin	

**Instructions**

- 1 All expenses reported must have annexure containing details
- 2 MES must be reconciled with AG office on monthly basis

# Time Lines Plan

<b>Activity</b>	<b>TimeLine</b>
Inviting Expression of Interest through press and Processing of EXPRESSION OF INTEREST and Selection of Training Institute	18 <sup>th</sup> July to 2 <sup>nd</sup> August 2008
Inviting application from candidates	6 <sup>th</sup> August to 14 <sup>th</sup> August 2008
Processing of applications, conducting test and Interviews	18 <sup>th</sup> to 23 <sup>rd</sup> August 2008
Offer letter issue	27 <sup>th</sup> August 2008
Training to start	1 <sup>st</sup> September 2008