

EXPRESSION OF INTEREST (EOI)

FOR

**Third-Party Validation of Skill Development Initiatives of PSEB;
Tracer Research & Evaluation**

EOI NO. A (01)/PSEB/2025-39

October, 2025

PAKISTAN SOFTWARE EXPORT BOARD
MINISTRY OF INFORMATION TECHNOLOGY &
TELECOMMUNICATION
GOVERNMENT OF PAKISTAN

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1. Introduction

Pakistan Software Export Board (Guarantee) Limited (PSEB) is a Public Sector Company under the Administrative control of Ministry of Information Technology & Telecommunication, Government of Pakistan. The main functions of the company are to act as a one stop on behalf of Government of Pakistan in matters relating to the development and export of IT/ITeS exports from Pakistan and to take all actions as may be required for the promotion and growth of IT development and increase in exports.

2. Instructions for EOI

- 2.1 The electronic EOI document, containing detailed requirements, terms and conditions is also available on e-Pak Acquisition and Disposal System (EPADS) at (<https://eprocure.gov.pk>) website.
- 2.2 There are two Lots in this EOI document and lot-wise scope and requirements are given below. Firms/individual must submit separate lot-wise proposals. Firms/individual consultant have the option of applying in lot of their choice or both lots, but proposals are to be submitted against each lot separately on EPADS.
- 2.3 The electronic EOI proposals shall only be submitted through EPADS not later than **05th November, 2025 at 1500 hours PST**. Manual EOIs shall not be accepted. The electronic EOI shall be opened on the same day through EPADS by 1530 hours PST.
- 2.4 For registration and training on EPADS or in case of any technical difficulty in using EPADS, prospective bidders may contact PPRA Team, Director MIS Room No.109, 1st Floor, FBC building Sector G-5/2, Islamabad. Contact Number 051-111-137-237.
- 2.5 Only those proposals will be entertained who applied through EPADS <https://eprocure.gov.pk>.
- 2.6 In terms of the Rule 48 of Public Procurement Rules, 2004 Grievance Redressal Committee (GRC) has been constituted for subject consultancy. GRC is provided on EPADS at (<https://eprocure.gov.pk>).
- 2.7 The organization should possess proven qualification for technical expertise as well as financial competence in the domain. Details of the qualification and experience should be provided in the EOI proposal.
- 2.8 The organization will state the key considerations, envisaged scope of work, development methodology and deliverables in its proposal against EOI for the following objectives and TORs, and any additional warranted objectives and terms that may be envisaged significant for effective dispensation of the consultancy.
- 2.9 The organization will be short-listed based on the 'Evaluation Criteria' as mentioned in section 5. The EOI should accordingly provide relevant information in sufficient detail covering the aspects mentioned therein to aid evaluation.
- 2.10 The Request for Proposals (RFP) will only be shared with the short-listed firms/consultants against each lot, at subsequent stage. Quality and Cost based selection method will be used for award of contract. Further details will be shared in RFP.

3. Objectives of the Assignment

The EoI is aimed at identifying a firm/consultant capable to provide data driven insights to improve training programs, inform policy decisions, justify continued investment in training programs and provide guidance on efficient resource allocation.

The objectives of the tracer study are to:

1. Assess Employment Status and Nature: Determine the current employment status (employed, unemployed, self-employed) of graduates and the nature of this employment.
2. Evaluate Job Relevance: Measure how closely graduates current jobs align with their training
3. Determine Skill Utilization: Understand the extent to which graduates are using the skills acquired during training.
4. Analyze Income Levels: Assess graduate’s income levels and changes since completing training.
5. Gauge Job Satisfaction: Evaluate graduate’s satisfaction with their current jobs and career progression.
6. Gauge Perception of Training Program: Determine satisfaction with training program and perceived value.
7. Identify Barriers to Employment: Highlight challenges faced by unemployed graduates in securing jobs and determine the duration/nature of unemployment.
8. Understand Migration for Employment: Identify geographic mobility patterns of graduates including international employment.
9. Evaluate Program Impact: Analyze the overall effectiveness of Pakistan Software Export Board’s skill projects.

4. Scope of Work

There are two Lots in this EOI document and lot-wise scope and requirements are given below. Firms/individual consultant must submit separate lot-wise proposals. Firms have the option of applying in lot of their choice or both lots, but proposals are to be submitted against each lot separately on EPADS.

Firm/Consultant is responsible for executing all aspects of the tracer study as outlined below including PSEB closed projects within last three years and on-going projects as mentioned below:

Lot-1: Closed Projects:

| S. No | Project Name | No. of Trainees | Project Start Date | Project End Date |
|-------|---|-----------------|--------------------|------------------|
| 1 | Certification of IT Professionals | 8,600 | 18/12/2019 | 30/06/2025 |
| 2 | ICT Internship Program | 2,647 | 26/05/2021 | 30/06/2024 |
| 3 | IT Industry Readiness Bootcamp Project | 4,000 | 29/04/2022 | June/2023 |
| 4 | IT Industry Academia Bridge Program | 1,600 | 26/04/2022 | June/2023 |
| 5 | IT Industry Soft skill Training Program | 500 | 29/07/2022 | June/2023 |

Key Outputs to Scope of Work Lot-1 (Closed Projects):

Inception Report

- A comprehensive project plan including detailed timeline, milestones, and resource allocation, to be submitted within four weeks of contract signing.
- Development and submission of data collection tools (survey questionnaire, interview guide).
- The report must provide a clear project roadmap, align expectations, and serve as a baseline for monitoring progress.

Pilot Survey Report

- Conduct pilot testing of survey instruments.
- Submit a report with findings, necessary adjustments, and revised questionnaire to address any technical or operational issues before the full survey rollout.

Progress Reports

- Provide weekly or biweekly updates during the data collection phase.
- Reports should outline progress against the project plan, data collection status, preliminary observations, challenges, and corrective actions.

Cleaned and Validated Dataset

- Deliver a complete, anonymized dataset of responses.
- Data must be cleaned and validated for accuracy, consistency, and reliability.

Summary Report

- Submit a concise report highlighting top-level findings of the tracer study for quick reference by stakeholders.

Detailed Analytical Report

- Provide a comprehensive analytical report including:
 - Executive summary and key insights.
 - Methodology and data collection approach.
 - Validation checks, audits, and quality control documentation.
 - Detailed findings supported with data visualizations (graphs, charts).
 - Recommendations for curriculum improvements, industry alignment, and policy adjustments.

Lot-2: Ongoing Projects:

For on-going projects, the contractor will submit the monitoring report for each of projects mentioned in the following table for every quarter till three years or until completion of the project, whichever is earlier:

| S. No | Project Name | No. of Trainees | Project Start Date | Project End Date |
|-------|--|-----------------|--------------------|------------------|
| 1 | Prime Minister Initiative Support for IT Startup, Specialized IT Trainings & Venture Capital (Component-III) | 7,446 | 16/02/2024 | 31/12/2026 |
| 2 | Revamping IT Industry Landscape | 20,950 | 07/07/2025 | 06/07/2028 |
| 3 | National Semi Conductor HR Development Program | 7,200 | 20/05/2025 | 19/05/2030 |

Key Outputs to Scope of Work Lot-2 (Active/On-Going Projects):

Inception Report

- Detailed project roadmap with timeline, milestones, and resource allocation.
- Development of survey tools including structured questionnaires and interview guides.

Survey Design & Tools

- Design of beneficiary surveys, Key Informant Interviews, and Focus Group Discussions.
- Batch-level information (location, participants, completion status).
- Beneficiary coverage (enrolled, ongoing, completed – gender/region).
- Trainee feedback, outcome trends, and trainer performance summary.

Data Collection & Progress Reports

- Conduct surveys and collect datasets for each project/initiative.
- Apply analytical/BI tools to assess data.
- Provide progress reports on compliance, attendance, participation, training quality, skill development, and employability.
- Highlight gaps and recommend corrective actions.

Tracer Study Report

- Comprehensive study consolidating quarterly findings.
- Includes executive summary, methodology, results, policy recommendations, datasets with documentation, case studies/success stories
- Dissemination workshop with stakeholders.
- Visualized findings, validation checks, and recommendations for curriculum and policy improvements.
- Assessment of e
- employability across all projects/initiatives.

5. Criteria for shortlisting of consultancy firms

The following is the mandatory criteria for shortlisting against both Lots. Interested firms are required to submit documentary proof against all requirements:

| S. No. | Sub Section | Documents/Evidence Required | Yes/No |
|--------|---|--|--------|
| 1 | Credibility — Confirmation that the firms /JV partners / Individual consultant is not blacklisted with any Government Department, Agency, or Organization. | Undertaking on stamp paper of Rs. 200/- | |
| 2 | Compliance — All firms /JV partners / Individual consultant must have been in business for at least 5 years. Participating firms must be registered with the relevant government body in their jurisdiction. | <p>For Individual:</p> <p>a) Valid certificate from concerned regulator / authority / NTN with Federal Board of Revenue (FBR). Having Active Tax Payer status.</p> <p>b) Registration of General Sales Tax (GST) with Federal Board of Revenue (FBR) / Concern regional Tax Authority and having Active Tax Payer status.</p> <p>For Companies:</p> <p>a) Valid certificate from concerned regulator / authority / NTN with Federal Board of Revenue (FBR). Having Active Tax Payer status.</p> <p>b) Registration of General Sales Tax (GST) with Federal Board of Revenue (FBR) / Concern regional Tax Authority and having Active Tax Payer status.</p> <p>Consortium / JV Agreement</p> <p>a) Signed and stamped agreement clearly defining consortium breakdown, roles, responsibilities, contributions, and the designated lead entity.</p> <p>Form A: Joint Venture Consortium / Association Information Form</p> | |
| 3 | Financial Strength | <p>For Individual:</p> <p>Average annual balance of PKR 05 million or above of last 02 financial year years to be verified through bank statements.</p> <p>For Firms/JV partners:</p> <p>Average annual revenue of PKR 20 million or above of last 02 financial years to be verified through audited financial statements. In case of JV combined revenue of JV members can be considered.</p> | |
| 4 | Qualification | <p>For Individual Consultant:</p> <p>The consultant should have 16 years of education and degree in the field of public administration /accounting /business/ finance /economics or equivalent.</p> | |

| | | | |
|---|----------------------------|---|--|
| | | <p>CV/Resume should be attached.</p> <p>For Firms /JV: The firm/JV should have at least 01 project manager having 16 years of education and degree in the field of public administration/accounting/business/finance/economics or equivalent.</p> <p>CV/Resume should be attached.</p> | |
| 5 | Relevant Experience | <p>Experience of conducting research/performance audit of at least 05 projects in last 05 years. To be verified from following:</p> <p>i. List of projects ii. Purchase/Work Order/ Contract agreement</p> <p>In case of JV, combined experience of JV members can be considered.</p> | |

6. Evaluation Process

All EOI proposals will be evaluated based on the above criteria. Only those meeting all the above mandatory eligibility requirements will be shortlisted for next stage.

The Request for Proposals (RFP) will only be shared with the short-listed firms/consultants against each lot, at subsequent stage. Quality and Cost based selection method will be used for award of contract. Further details will be shared in RFP

Note: Pakistan Software Export Board (PSEB) reserves the right to request additional information or clarification from applicants at any stage of the evaluation process. PSEB also reserve the right to cancel the procurement process at any stage without assigning any reason.

7. EOI Opening Address:

Director Projects

Pakistan Software Export Board (PSEB),
Plot# 61, 6th Floor, New State life Tower,
Blue Area, **Islamabad.**
Phone # +92-51-9202295

Form A:

Joint Venture/Consortium/Association Information Form

(To be Submitted in an envelope duly sealed and marked as Technical Proposal)

| | | | |
|-----------------|--|-------|-------------|
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| ITB reference: | Pakistan Software Export Board (PSEB)- (EOI DOCUMENT Reference No.) | | |

To be completed and returned with your Bid if the Bid is submitted as a Joint Venture / Consortium / Association.

| No | Name of Partner and contact information (address, telephone numbers, fax numbers, email address) | Proposed proportion of responsibilities (in %) and type of goods and/or services to be performed |
|--|--|--|
| 1 | [Complete] | [Complete] |
| 2 | [Complete] | [Complete] |
| 3 | [Complete] | [Complete] |
| Name of leading partner (with authority to bind the JV, Consortium, Association during the ITB process and, in the event a Contract is awarded, during contract execution) | | [Complete] |

We have attached a copy of the below referenced document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

Letter of intent to form a joint venture OR JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture / Consortium / Association shall be jointly and severally liable to Pakistan Software Export Board (PSEB) for the fulfillment of the provisions of the Contract.

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Form B:

Bidder Information Form

(To be Submitted in an envelope duly sealed and marked as Technical Proposal)

| | |
|--|---|
| Legal name of Bidder | [Complete] |
| Legal address & Branch Offices | [Complete] |
| Year of registration | [Complete] |
| Bidder's Authorized Representative Information | Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete] |
| Contact person that PAKISTAN SOFTWARE EXPORT BOARD (PSEB) may contact for requests for clarifications during Bid evaluation (Only Lead Bidder) | Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete] |
| Please attach the following documents: | <ol style="list-style-type: none"> 1. Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods and/or services being procured. 2. Certificate of Registration of the business. 3. Company NTN/STRN Certificates 4. Principal's Authorization Letter in favor of Bidder to participate in this Tender. 5. Proven records of delivery capacity of 1 or more projects of similar value and complexity in which delivery and services are to be extended in various cities across the country. 6. Latest Audited Financial Statements (Income Statement and Balance Sheet) including Auditor's Report for the past (2 years) |

Note: To be filled in by each partner in case proposal is submitted as a JV / Consortium / Association