Institute Selection Criteria for the Hospitality and Tourism Sector

I. Introduction

This document outlines the selection criteria for training institutes applied for conducting Hospitality and Tourism sector training program under NAVTTC. The goal is to ensure high quality, industry relevant training that leads to employability and sector specific competencies.

II. General Eligibility Requirements

To be eligible, training institutes must meet foundational criteria that demonstrate institutional legitimacy and basic capability to deliver relevant training.

- Legally registered with relevant federal/provincial authorities.

- Proven operational experience in vocational training (preferably in hospitality or tourism).

- Priority will be given to NAVTTC accredited institutes and those affiliated with recognized sector bodies.

- Willingness to comply with program monitoring, evaluation, and reporting protocols.

III. Detailed Selection Criteria with Weightage

Institutes will be evaluated based on a quantitative scoring system totaling 100 marks. Each category is essential to ensuring the quality and sustainability of the training.

Criteria	Proposed Criteria
Legal Status	Registered with SECP/Registrar under relevant national or Govt. of Pakistan Laws, Sole Proprietor, AOP & PVT.LTD.
Regulatory Recognition	Affiliated, Accredited or Registration • NAVTTC (National Vocational & Technical Training Commission) • NAVTTC registration is mandatory requirement.
Minimum Operational Period	The Institute will be preferred having been operational for at least 1 year.

Sector-Specific Experience	Preferably prior experience in delivering hospitality, tourism, or culinary arts programs. **Institutes can only apply for those trades which have been previously run, have passed-out batches, or are currently being delivered at that specific institute.**		
Infrastructure	Adequate training infrastructure, such as training kitchens, labs, or practice areas, Training Restaurant, F&B service area.		

2. Evaluation & Scoring Criteria:

#	Area	Indicators	Max Score
1	**Institutional Physical Capacity**	**Purpose built training facility**	**(55)**
I	Class room and Workshop with multimedia and 20 PC core I-5	Standard size (15-25 X 15-25) feet Well-lit, ventilated, and safe classrooms with proper ventilation Core i5 6th Generation minimum 16 GB RAM with up-to-date OS and hospitality software	10
II	A. training kitchen / F&B/ Mock room/Food Preservation/Front Desk lab	Minimum work station 05 for Kitchen Lab for **Professional Cook, Professional Chef, Culinary Arts, Baking & Pastry & Domestic Cook** Commercial kitchen type facilities with working gas/electric stoves Storage, refrigeration, and sanitation, compliance with food safety and hygiene regulations, proper ventilation Minimum 01 Mock room + toilet for **Housekeeping** Minimum 01 Mock work station for **Front Office /Restaurant Manager** Minimum 01 work station for **F&B** Minimum 01 lab for **Food Technology (Preservation & Processing) / Food Packaging**	10
III	b. Internet & IT Infrastructure	High speed internet, 60 mpb Wi-Fi throughout training premises	2
IV	Safety and Compliance	Fire safety, food hygiene, first aid Compliance	2
V	Sustainability Practices	Waste management in kitchen, preferably Energy-efficient equipment	2
VI	Inclusiveness & Access	Gender balance in approach Support for differently abled persons (PWDs) Regional equity	2

VII	F&B service area for demo.	F&B Service area must be trade specific and it is optional to have large area, training of F&B can also be given with trade specific utilities.	5
VIII	Tools & Equipment's	Standard Tools & equipment's as per NAVTTC notified curriculum	10
IX	Training Restaurant (additional)	Institute having collaboration with minimum 3 Star Hotel / Restaurant for OJT to comply with the international best practices. One hotel / restaurant = 2 marks Two hotels / restaurants = 3 marks Three hotels / restaurants = 5 marks	5

X	Front Office/Reception Desk	Availability of Front office/ Reception Desk	2
XI	Program Delivery Experience	Years of experience in hospitality & Tourism training programs 1 years = 1 marks 3 years = 3 marks 5 years = 5 marks	5
2	Student Employment Rate and Job Placement	Proof of post-training employment or entrepreneurship success rate 30% 2 Marks 40% 3 Marks 50% 5 Marks documented evidence Designated Job Placement officer	5
3	Quality Assurance System	NAVTTC Accreditation = 5 International Accreditation or any hospitality sector relevant ISO certification: 10	10
4	Digital Readiness	Usage of LMS, online attendance, digital certifications, functional CCTV and biometric machine. Access to relevant softwares	5

5	Previous Project Experience	Successful implementation of NAVTTC or other funded Hospitality & Tourism sector programs 1 Program = 2 2 Program = 3 3 Program = 5	5

6	Trainer profile	Trade relevant faculty with 5 Years' industrial experience (3 Star) 15 Trade relevant faculty with 3 Years' industrial Experience (2 Star) 10 Trade relevant faculty with 2 Years' industrial Experience 5 Foreign Qualified with faculty 5	20
10	Total		100

3. Selection Process:

1. **Call for Expression of Interest (EOI):**

   NAVTTC will float a national-level advertisement for interested institutes.

2. **Submission of Documents:**

   Institutes to submit proposals with required evidence as per criteria.

3. **Initial Scrutiny by 3rd Party:**

   Based on review of documentation and physical field visits by 3rd Party, only qualified institutes move to the next round.

4. **Review & Evaluation by Regional Scrutiny Committee**

   Report submitted by 3rd Party will be reviewed and evaluated by Regional Scrutiny Committee.

5. **Final Selection:**

   Top-ranked institutes from each region/province will be recommended by Regional Scrutiny Committee, upon final review and evaluation by Program Selection Committee eligible institutes will be selected based on the above prescribed parameters.

Recommendations:

- Minimum threshold for qualification: **70 out of 100 marks**

- Regional quotas may be considered to ensure **geographic equity**

- Selected institutes will be linked to NAVTTC's **centralized AMS/MIS system** for monitoring and transparency