

SINDH PUBLIC PROCUREMENT REGULATORY AUTHORITY

CONTRACT EVALUATION FORM

TO BE FILLED IN BY ALL PROCURING AGENCIES FOR PUBLIC CONTRACTS OF WORKS, SERVICES & GOODS WORTH 50 MILLION (PKR) OR ABOVE

1. NAME OF THE ORGANIZATION / DEPTT	REFORM SUPPORT UNIT-SCHOOL EDUCATION DEPARTMENT
2. PROVINCIAL / LOCAL GOVT. / OTHER	GOVERNMENT OF SINDH
3. TITLE OF CONTRACT	STANDARDIZED ACHIEVEMENT TEST (SAT-V)
4. TENDER NUMBER	RSU/PROC/SAT-V/2016
5. BRIEF DESCRIPTION OF CONTRACT	HIRING OF CONSULTING FIRM FOR ARRANGING STANDARDIZED ACHIEVEMENT TEST OF GRADE-V AND GRADE-VIII STUDENTS ALL OVER THE SINDH
6. FORUM THAT APPROVED THE SCHEME	SECRETARY (SCHOOL EDUCATION DEPARTMENT), GOVERNMENT OF SINDH
7. TENDER ESTIMATED VALUE	PKR 250,000,000/-
8. ENGINEER'S ESTIMATE (For civil works only)	N.A
9. ESTIMATED COMPLETION PERIOD (AS PER CONTRACT)	ONE YEAR
10. TENDER OPENED ON (DATE & TIME)	04 TH NOVEMBER 2016 AT 16.00 HOURS
11. NUMBER OF TENDER DOCUMENTS SOLD RFP ISSUED TO FOLLOWING QUALIFIED FIRMS	I) M/S NATIONAL TESTING SERVICES II) M/S IBA-SUKKUR
12. NUMBER OF BIDS RECEIVED	02 (TWO)
13. NUMBER OF BIDDERS PRESENT AT THE TIME OF OPENING OF BIDS	01 (IBA-SUKKUR)
14. BID EVALUATION REPORT	(Copy Enclosed)
15. NAME AND ADDRESS OF THE SUCCESSFUL BIDDER	IBA-SUKKUR, AIRPORT ROAD-SUKKUR
16. CONTRACT AWARD PRICEPKR	PKR 168,857,600/-
17. RANKING OF SUCCESSFUL BIDDER IN EVALUATION REPORT	1 ST
18. METHOD OF PROCUREMENT USED : - (Tick one)	a) SINGLE STAGE – ONE ENVELOPE PROCEDURE b) SINGLE STAGE – TWO ENVELOPE PROCEDURE(✓) c) TWO STAGE BIDDING PROCEDURE d) TWO STAGE – TWO ENVELOPE BIDDING PROCEDURE

**PLEASE SPECIFY IF ANY OTHER METHOD OF PROCUREMENT WAS ADOPTED i.e. EMERGENCY,
DIRECT CONTRACTING / NEGOTIATION ETC. WITH BRIEF REASONS:**

19) APPROVING AUTHORITY FOR AWARD OF CONTRACT: SECRETARY (SCHOOL EDUCATION DEPARTMENT)
- GOVERNMENT OF SINDH _____

20) WHETHER THE PROCUREMENT WAS INCLUDED IN ANNUAL PROCUREMENT PLAN?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

21) ADVERTISEMENT:

i) SPPRA Website
(If yes, give date and SPPRA Identification No.)

Yes	ID 29619 DATED 30.07.2016
No	

ii) News Papers
(If yes, give names of newspapers and dates)

Yes	Daily Dawn dated 25.07.2016 Daily Express dated 23.07.2016 Daily Kawish dated 23.07.2016
No	

22) NATURE OF CONTRACT

Local	<input checked="" type="checkbox"/>	Int.	<input type="checkbox"/>
-------	-------------------------------------	------	--------------------------

23) WHETHER QUALIFICATION CRITERIA
WAS INCLUDED IN BIDDING / TENDER DOCUMENTS?
(No, but published in newspapers and SPPRA website- Copy enclosed)

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

24) WHETHER BID EVALUATION CRITERIA
WAS INCLUDED IN BIDDING / TENDER DOCUMENTS?
(Copy of clause 13.1 mentioned in data sheet of bidding document is enclosed)

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

25) WHETHER APPROVAL OF COMPETENT AUTHORITY WAS OBTAINED FOR USING A METHOD
OTHER THAN OPEN COMPETITIVE BIDDING?

Yes	N.A	No	<input type="checkbox"/>
-----	-----	----	--------------------------

26) WAS BID SECURITY OBTAINED FROM ALL THE BIDDERS?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

27) WHETHER THE SUCCESSFUL BID WAS LOWEST EVALUATED BID / BEST
EVALUATED BID (in case of Consultancies)

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

28) WHETHER THE SUCCESSFUL BIDDER WAS TECHNICALLY COMPLIANT?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

29) WHETHER NAMES OF THE BIDDERS AND THEIR QUOTED PRICES WERE READ OUT AT THE TIME OF
OPENING OF BIDS?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

30) WHETHER EVALUATION REPORT GIVEN TO BIDDERS BEFORE THE AWARD OF CONTRACT?
(Copy enclosed and already displayed on SPPRA website as well as RSU
website)

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
-----	--------------------------	----	-------------------------------------

31) ANY COMPLAINTS RECEIVED
(If yes, result thereof)

32) ANY DEVIATION FROM SPECIFICATIONS GIVEN IN THE TENDER NOTICE / DOCUMENTS
(If yes, give details)

Yes	
No.	√

33) WAS THE EXTENSION MADE IN RESPONSE TIME?
(If yes, give reasons)

Yes	√ Although the submission deadline was given as 31.10.2016, however opening date was omitted to be mentioned. Hence on pointing out by SPPRA, the opening date was communicated to the firms with the extension in submission date by 04 days
No	

34) DEVIATION FROM QUALIFICATION CRITERIA
(If yes, give detailed reasons.)

Yes	✓	No	
-----	---	----	--

35) WAS IT ASSURED BY THE PROCURING AGENCY THAT THE SELECTED FIRM IS NOT BLACK LISTED?

Yes	✓	No	
-----	---	----	--

36) WAS A VISIT MADE BY ANY OFFICER/OFFICIAL OF THE PROCURING AGENCY TO THE SUPPLIER'S PREMISES IN CONNECTION WITH THE PROCUREMENT? IF SO, DETAILS TO BE ASCERTAINED REGARDING FINANCING OF VISIT, IF ABROAD:
(If yes, enclose a copy)

Yes		No	✓
-----	--	----	---

37) WERE PROPER SAFEGUARDS PROVIDED ON MOBILIZATION ADVANCE PAYMENT IN THE CONTRACT (BANK GUARANTEE ETC.)?

Yes	NA	No	
-----	----	----	--

38) SPECIAL CONDITIONS, IF ANY
(If yes, give Brief Description)

Yes		No	✓
-----	--	----	---

Authorized Officer:



JAMSHED ALAM
PROCUREMENT & CONTRACT MANAGEMENT SPECIALIST
REFORM SUPPORT UNIT

FOR OFFICE USE ONLY

SPPRA, Block, No.8, Sindh Secretariat No.4-A, Court Road, Karachi
Tele: 021-9205356; 021-9205369 & Fax: 021-9206291

Bid Evaluation Report

2603

1. Name of Procuring Agency: REFORM SUPPORT UNIT-SCHOOL EDUCATION DEPARTMENT
2. Tender Reference No: RSU/PROC/SAT-V/2016.
3. Tender Description/Name of work/item: HIRING OF CONSULTING FIRM FOR STANDARDIZED ACHIEVEMENT (SAT-V)
4. Method of Procurement: QCBS
5. Tender Published: Daily-Express (Urdu) dated: 23rd July, 2016, Daily-Kawish (Sindhi) dated: 23rd July, 2016, Daily-DAWN dated: 25th July, 2016. SPPRA ID is 29619.
6. Total Bid documents Sold: After the evaluation of 04 EOI's, RFP was sent to 02 firms namely who qualify criteria mentioned in the advertisement.
7. Total Bids Received: 02
8. Technical Bid Opening date: 4th November, 2016.
9. No. of Bid technically qualified: 02
10. Bid(s) Rejected: NIL
11. Financial Bid Opening date: 29th November, 2016.
12. **Bid Evaluation Report:**

S No	Name of Firm or Bidder	Cost offered by the Bidder	Ranking in terms of cost	Comparison with Estimated cost	Reasons for acceptance/rejection	Remarks
0	1	2	3	4	5	6
1.	IBA-Sukkur	Rs. 168,857,600	Second	Not Applicable	Firm is technically responsive	First ranked firm after combining technical and financial score. Details are given in the attached sheet
2.	National Testing Services	Rs. 105,000,000	First	Not Applicable	Firm is technically responsive	Second ranked firm after combining technical and financial score. Details are given in the attached sheet


Zameer Ahmed Khan
Program Manager (SAT)-RSU
Member/Secretary


Dadlo Zuhraji
Dy. Secretary (School)-SED
Member


Faisal Ahmed Uqaili
Chief Program Manager-RSU
Chairman


Taufiq Ahmed Shaikh
Assistant Chief (Edu)-P&D
Member


A.K Rind
Dy Secretary (B&D)-Finance
Member

original sent to SPPRA

07/12/16

Combined Scoring of Technical and Financial Bids for Procurement Activity "SAT-V"

DATED 29.11.2016

S. No.	Name of Firm	Technical Evaluation (80% weightage)			Financial Evaluation (20% weightage)				Combbined Evaluation	
		Technical Scores	Weighted Scores	Technical Proposal Rank	Financial Bid	Financial Scores	Weighted Scores	Financial Proposal Rank	Technical Score+ Financial Score	Combined Rank
1	IBA SUKKUR	88.8	71.04	1	168,857,600	62.18	12.44	2	83.48	1
2	National Testing Services	70.8	56.64	2	105,000,000	100	20	1	76.64	2

 Faisal Ahmed Uqaili Chief Program Manager-RSU CHAIRMAN	 Dadlo Zuhram Deputy Secretary (School-) SED MEMBER	 A.K Rind Dy: Secretary (B&E) Finance Member	 Zameer Ahmed Khan Program Manager (SAT)-RSU Member / Secretary	 Taufeeq Ahmed Shaikh Assistant Chief (Edu) P&D Member
--	---	--	--	---

	Republic of Pakistan legislation, and the client will deduct such taxes at source.																																																																								
6.3	Consultants to state all costs in the national currency: YES (✓)																																																																								
16.2	Consultant must submit the original and Two (02) copies of the Technical Proposal, and One (01) copy of the Financial Proposal																																																																								
13.1	<p>Choose only one of the below options:</p> <p>Option A</p> <p>Criteria, sub-criteria, and point system for the evaluation of Full Technical Proposals are:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="text-align: right; width: 20%;">POINTS</th> </tr> </thead> <tbody> <tr> <td>(i) Specific experience of the Consultants relevant to the assignment</td> <td style="text-align: right;">[10]</td> </tr> <tr> <td>(ii) Adequacy of the proposed methodology and work plan in responding to the Terms of Reference:</td> <td></td> </tr> <tr> <td> a) Technical approach and methodology</td> <td style="text-align: right;">[20]</td> </tr> <tr> <td> b) Work plan</td> <td style="text-align: right;">[10]</td> </tr> <tr> <td> c) Organization and staffing</td> <td style="text-align: right;">[10]</td> </tr> <tr> <td> <u>Total points for criterion (ii):</u></td> <td style="text-align: right;"><u>[40]</u></td> </tr> <tr> <td>(iii) Key professional staff qualifications and competence for the assignment:</td> <td></td> </tr> <tr> <td> a) Team Leader (Project Director)</td> <td style="text-align: right;">[10]</td> </tr> <tr> <td> b) Team Leader (Technical)</td> <td style="text-align: right;">[10]</td> </tr> <tr> <td> c) Team Leader (Admin / Field)</td> <td style="text-align: right;">[10]</td> </tr> <tr> <td> d) Team Leader (IT)</td> <td style="text-align: right;">[10]</td> </tr> <tr> <td> <u>Total points for criterion (iii):</u></td> <td style="text-align: right;"><u>[40]</u></td> </tr> <tr> <td colspan="2">The number of points to be assigned to each of the above positions or disciplines shall be determined considering the following three sub criteria and relevant percentage</td> </tr> <tr> <td colspan="2">weights:</td> </tr> <tr> <td> 1) General qualifications</td> <td style="text-align: right;">[30%]</td> </tr> <tr> <td> 2) Adequacy for the assignment</td> <td style="text-align: right;">[60%]</td> </tr> <tr> <td> 3) Experience in region and language</td> <td style="text-align: right;">[10%]</td> </tr> <tr> <td> Total weight:</td> <td style="text-align: right;">100%</td> </tr> <tr> <td>(iv) Suitability of the transfer of knowledge (training) program:</td> <td style="text-align: right;">[05]</td> </tr> <tr> <td>(v) Participation by nationals among proposed key staff</td> <td style="text-align: right;">[05]</td> </tr> <tr> <td> Total points for the five criteria:</td> <td style="text-align: right;">[100]</td> </tr> <tr> <td colspan="2">The minimum technical score (ST) required to pass is: Seventy (70) points.</td> </tr> </tbody> </table> <p>Option B</p> <p>Criteria, sub criteria, and point system for the evaluation of Simplified Technical Proposals are:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="text-align: right; width: 20%;">Points</th> </tr> </thead> <tbody> <tr> <td>(i) Adequacy of the proposed technical approach, methodology and work plan in responding to the Terms of Reference¹:</td> <td style="text-align: right;">[20 - 40]</td> </tr> <tr> <td>(ii) Key professional staff qualifications and competence for the assignment:</td> <td></td> </tr> <tr> <td> a) Team Leader</td> <td style="text-align: right;">[Insert points]</td> </tr> <tr> <td> b) [Insert position or discipline as appropriate]</td> <td style="text-align: right;">[Insert points]</td> </tr> <tr> <td> c) [Insert position or discipline as appropriate]</td> <td style="text-align: right;">[Insert points]</td> </tr> <tr> <td> d) [Insert position or discipline as appropriate]</td> <td style="text-align: right;">[Insert points]</td> </tr> <tr> <td> e) [Insert position or discipline as appropriate]</td> <td style="text-align: right;">[Insert points]</td> </tr> <tr> <td> Total points for criterion (ii):</td> <td style="text-align: right;">[60 - 80]</td> </tr> <tr> <td colspan="2">The number of points to be assigned to each of the above positions or disciplines shall be determined considering the following three sub criteria and relevant percentage weights:</td> </tr> <tr> <td> 1) General qualifications</td> <td style="text-align: right;">[Insert weight between 20 and 30%]</td> </tr> <tr> <td> 2) Adequacy for the assignment</td> <td style="text-align: right;">[Insert weight between 50 and 60%]</td> </tr> <tr> <td> 3) Experience in region and language</td> <td style="text-align: right;">[Insert weight between 10 and 20%]</td> </tr> </tbody> </table>		POINTS	(i) Specific experience of the Consultants relevant to the assignment	[10]	(ii) Adequacy of the proposed methodology and work plan in responding to the Terms of Reference:		a) Technical approach and methodology	[20]	b) Work plan	[10]	c) Organization and staffing	[10]	<u>Total points for criterion (ii):</u>	<u>[40]</u>	(iii) Key professional staff qualifications and competence for the assignment:		a) Team Leader (Project Director)	[10]	b) Team Leader (Technical)	[10]	c) Team Leader (Admin / Field)	[10]	d) Team Leader (IT)	[10]	<u>Total points for criterion (iii):</u>	<u>[40]</u>	The number of points to be assigned to each of the above positions or disciplines shall be determined considering the following three sub criteria and relevant percentage		weights:		1) General qualifications	[30%]	2) Adequacy for the assignment	[60%]	3) Experience in region and language	[10%]	Total weight:	100%	(iv) Suitability of the transfer of knowledge (training) program:	[05]	(v) Participation by nationals among proposed key staff	[05]	Total points for the five criteria:	[100]	The minimum technical score (ST) required to pass is: Seventy (70) points.			Points	(i) Adequacy of the proposed technical approach, methodology and work plan in responding to the Terms of Reference ¹ :	[20 - 40]	(ii) Key professional staff qualifications and competence for the assignment:		a) Team Leader	[Insert points]	b) [Insert position or discipline as appropriate]	[Insert points]	c) [Insert position or discipline as appropriate]	[Insert points]	d) [Insert position or discipline as appropriate]	[Insert points]	e) [Insert position or discipline as appropriate]	[Insert points]	Total points for criterion (ii):	[60 - 80]	The number of points to be assigned to each of the above positions or disciplines shall be determined considering the following three sub criteria and relevant percentage weights:		1) General qualifications	[Insert weight between 20 and 30%]	2) Adequacy for the assignment	[Insert weight between 50 and 60%]	3) Experience in region and language	[Insert weight between 10 and 20%]
	POINTS																																																																								
(i) Specific experience of the Consultants relevant to the assignment	[10]																																																																								
(ii) Adequacy of the proposed methodology and work plan in responding to the Terms of Reference:																																																																									
a) Technical approach and methodology	[20]																																																																								
b) Work plan	[10]																																																																								
c) Organization and staffing	[10]																																																																								
<u>Total points for criterion (ii):</u>	<u>[40]</u>																																																																								
(iii) Key professional staff qualifications and competence for the assignment:																																																																									
a) Team Leader (Project Director)	[10]																																																																								
b) Team Leader (Technical)	[10]																																																																								
c) Team Leader (Admin / Field)	[10]																																																																								
d) Team Leader (IT)	[10]																																																																								
<u>Total points for criterion (iii):</u>	<u>[40]</u>																																																																								
The number of points to be assigned to each of the above positions or disciplines shall be determined considering the following three sub criteria and relevant percentage																																																																									
weights:																																																																									
1) General qualifications	[30%]																																																																								
2) Adequacy for the assignment	[60%]																																																																								
3) Experience in region and language	[10%]																																																																								
Total weight:	100%																																																																								
(iv) Suitability of the transfer of knowledge (training) program:	[05]																																																																								
(v) Participation by nationals among proposed key staff	[05]																																																																								
Total points for the five criteria:	[100]																																																																								
The minimum technical score (ST) required to pass is: Seventy (70) points.																																																																									
	Points																																																																								
(i) Adequacy of the proposed technical approach, methodology and work plan in responding to the Terms of Reference ¹ :	[20 - 40]																																																																								
(ii) Key professional staff qualifications and competence for the assignment:																																																																									
a) Team Leader	[Insert points]																																																																								
b) [Insert position or discipline as appropriate]	[Insert points]																																																																								
c) [Insert position or discipline as appropriate]	[Insert points]																																																																								
d) [Insert position or discipline as appropriate]	[Insert points]																																																																								
e) [Insert position or discipline as appropriate]	[Insert points]																																																																								
Total points for criterion (ii):	[60 - 80]																																																																								
The number of points to be assigned to each of the above positions or disciplines shall be determined considering the following three sub criteria and relevant percentage weights:																																																																									
1) General qualifications	[Insert weight between 20 and 30%]																																																																								
2) Adequacy for the assignment	[Insert weight between 50 and 60%]																																																																								
3) Experience in region and language	[Insert weight between 10 and 20%]																																																																								

(80)
Dawron 25/7/16
English newspaper



REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES – FIRMS SELECTION) Pakistan

Reference No. : RSU/PROC/ SAT-V/ 2016

Assignment Title: HIRING OF CONSULTING FIRM FOR STANDARDIZED ACHIEVEMENT TEST (SAT-V)

Under the education sector reforms, the Education and Literacy Department, Reform Support Unit plans to hire the services of a reputable registered consulting firm to undertake Standardized Achievement Test (SAT-V). The broad objectives of the Standardized Achievement Test (SAT-V) will be to use it as a tool to provide policy information to various areas of education reform.

The test will be conducted in all public schools for class V and VIII (approximately 45,000 schools) across all districts of Sindh of subjects Science, Mathematics and Language. This could be Sindhi, Urdu or English depending on the medium of instruction. The total expected student participation may be 350,000 ±, subject to the verification of enrollment to be carried out by the firm also at least 2 months before the actual test. The firm is expected to provide high quality professional services. Further description of each task along with complete scope is mentioned in the detailed ToRs available on the website of the department (<http://www.rsu-sindh.gov.pk>).

The Reform Support Unit, the implementing agency for the said program, now invites eligible consulting firms ("Consultants") to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The Expression of Interest (EoI) must include profile of the firm along with last three years financial audit reports, firm registration certificates and tax registration certificate.

The eligibility for short listing is as below:

- Overall demonstrable experience of 5 years after registration in Public Sector preferably in Education sector.
- Registered firm in Pakistan under the relevant laws.
- Registration with relevant tax authorities.
- Financially stable firm (to be assessed from audit reports and financial statement).
- Not black listed by the World Bank / SPPRA to do its assignments.

The short-listing criteria are:

S.No.	Area of expertise	Score
1	General experience of projects of similar magnitude (30 Marks with 06 marks for each assignment for a maximum up to 05 assignment)	30
2	Specific experience of the firm in carrying out projects with similar scope (40 marks with 10 marks for each assignment for a maximum up to 04 assignment)	40
3	Managerial Capacity of the firm to carry out the assignment (Test designing, administration, monitoring, data processing, E-marking and empirical analysis of large number of students)	30

Qualifying score is 60 marks. The firms / institute / organization may associate with other individuals and organizations to enhance their qualifications. The eligible firms / institute / organization should indicate their interest by providing the information indicating that they are qualified to perform the services (including brochures / description of similar assignments, experience in similar conditions, availability of appropriate skills among permanent and other staff, copy of registration, present organogram, information regarding offices and their geographical coverage. This information will be used to short list firms. Request for proposals will be issued to only short listed firms / institute / organization.

A Consultant will be selected in accordance with the QCBS method as per SPPRA rules.
Further information can be obtained at the address below during office hours 0900 to 1700 hours.
EoI must be delivered in a written form to the address below (in person or by post) by 18th August, 2016.

Chief Program Manager
Reform Support Unit
47-E/1, 48th Street, Block-6, PECHS,
Karachi, Sindh
Tel: 021 -32420252

CONTRACT AGREEMENT
Contract for Consulting Services

Between

Reform Support Unit / School Education Department, Govt. of Sindh

And

Sukkur Institute Of Business Administration

For

Consulting Services for Standardized Achievement Test (SAT-V)

Contract No: RSU/PROC/SAT-V/2016

DATED: 12th January 2017





This CONTRACT (hereinafter called the "Contract") is made the 12th day of the month of January, 2017, between, on the one hand, Reform Support Unit, School Education Department, Government of Sindh (hereinafter called the "Procuring Agency") and, on the other hand, M/s Sukkur Institute of Business Administration-Sukkur (hereinafter called the "Service Provider").

WHEREAS

- (a) the Procuring Agency has requested the Service Provider to provide certain Services as defined in the General Conditions of Contract attached to this Contract (hereinafter called the "Services");
- (b) the Service Provider, having represented to the Procuring Agency that they have the required professional skills, and personnel and technical resources, have agreed to provide the Services on the terms and conditions set forth in this Contract at a contract price of PKR 168,857,600/-.

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents shall be deemed to form and be read and construed as part of this Agreement.

- (a) General Conditions of Contract
- (b) Special Conditions of Contract;
- (c) Following appendices:
 - Appendix-A: Description of Services (TORs)
 - Appendix-B: Key Personnel
 - Appendix-C: Cost Break-up

2. The mutual rights and obligations of the Procuring Agency and the Service Provider shall be as set forth in the Contract, in particular:

- (a) the Service Provider shall carry out the Services in accordance with the provisions of the Contract; and
- (b) the Procuring Agency shall make payments to the Service Provider in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.



For and on behalf of Reform Support Unit

Faisal Ahmed Uqaili
Chief Program Manager, Reform Support Unit,
School Education Department-Sindh

For and on behalf of Sukkur Institute of Business Administration

12/11/17

Dr Fida Hussain Chang
Project Director SAT/Director Distance Education
Sukkur Institute of Business Administration

Challan No. 9536 dt 20-01-17



Challan no. 2536
dt 20-01-17

II. General Conditions of Contract

1. GENERAL PROVISIONS

Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

- a) "Applicable Law" means the Sindh Public Procurement Act, thereunder Rules 2010.
- b) "Procuring Agency PA" means the implementing department which signs the contract.
- c) "Consultant" means a professional who can study, design, organize, evaluate and manage projects or assess, evaluate and provide specialist advice or give technical assistance for making or drafting policies, institutional reforms and includes private entities, consulting firms, legal advisors, engineering firms, construction managers, management firms, procurement agents, inspection agents, auditors, international and multinational organizations, investment and merchant banks, universities, research institutions, government agencies, nongovernmental organizations, and individuals.
- d) "Contract" means the Contract signed by the Parties and all the attached documents listed in its Clause 1 that is General Conditions (GC), the Special Conditions (SC), and the Appendices.
- e) "Contract Price" means the price to be paid for the performance of the Services, in accordance with Clause 6;
- f) "Effective Date" means the date on which this Contract comes into force and effect pursuant to Clause GC 2.1.
- g) "Foreign Currency" means any currency other than the currency of the PA's country.
- h) "GC" means these General Conditions of Contract.
- i) "Government" means the Government of Sindh.
- j) "Local Currency" means Pak Rupees.
- k) "Member" means any of the entities that make up the joint venture/consortium / association, and "Members" means all these entities.
- l) "Party" means the PA or the Consultant, as the case may be, and "Parties" means both of them.
- m) "Personnel" means persons hired by the Consultant or by any Sub- Consultants and assigned to the performance of the Services or any part thereof.
- n) "SC" means the Special Conditions of Contract by which the GC may be amended or supplemented.
- o) "Services" means the consulting services to be performed by the Consultant pursuant to this Contract, as described in the Terms of References.
- p) "Sub-Consultants" means any person or entity to whom/which the Consultant subcontracts any part of the Services.

"In writing" means communicated in written form with proof of receipt

Handwritten initials: H.S. and J.A.C.



1.2 Law Governing Contract

1.3 Language

1.4 Notices

1.5 Location

1.6 Authority of Member in Charge

1.7 Authorized Representatives

1.8 Taxes and Duties

1.9 Fraud and Corruption

This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the applicable law.

This Contract is executed in the language specified in the SC, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.

1.4.1 Any notice, request or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the address specified in the SC

1.4.2 A Party may change its address for notice hereunder by giving the other Party notice in writing of such change to the address specified in the SC.

The Services shall be performed at such locations as are specified in special condition of contract and, where the location of a particular task is not so specified, at such locations, whether in the Government's country or elsewhere, as the PA may approve. In case the Consultant consists of a joint venture/ consortium/ association of more than one individual firms, the Members hereby authorize the individual firms or specified in the SC to act on their behalf in exercising all the Consultant's rights and obligations towards the PA under this Contract, including without limitation the receiving of instructions and payments from the PA.

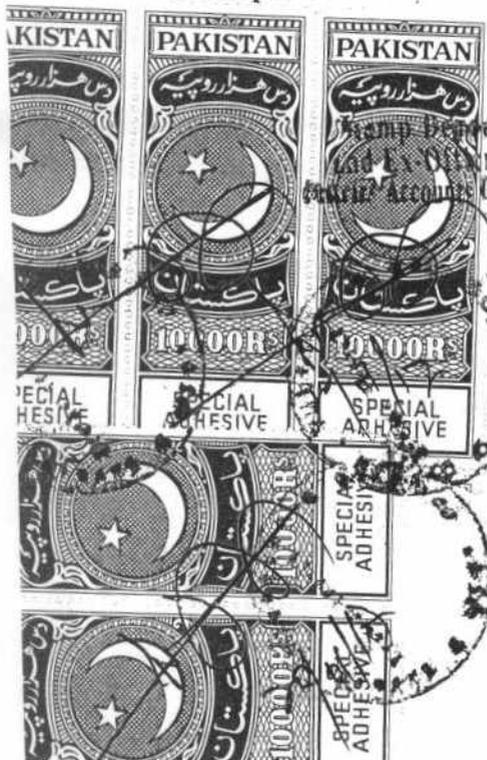
Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the PA or the Consultant may be taken or executed by the officials specified in the SC.

The Consultant, Sub-Consultants, and their Personnel shall pay such direct or indirect taxes, duties, fees, and other impositions levied under the Applicable Law as specified in the SC, the amount of which is deemed to have been included in the Contract Price.

(A) If the PA determines that the Consultant and/or its Personnel, sub-contractors, sub-consultants, services providers and suppliers has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices, in competing for or in executing the Contract, then the PA may, after giving 14 days' notice to the Consultant, terminate the Consultant's employment under the Contract, and may resort to other remedies including blacklisting/disqualification as provided in SPPR 2010. Any personnel of the Consultant who engages in corrupt, fraudulent, collusive, coercive, or obstructive practice during the execution of the Contract, shall be removed in accordance with Sub-Clause 4.2. Integrity Pact.

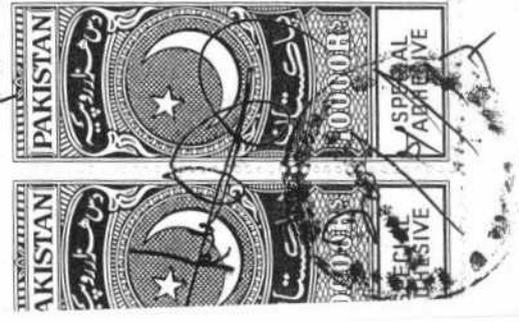
(B) If the Consultant or any of his Sub-consultants, agents or servants is found to have violated or involved in violation of

Handwritten notes: 23/36, 20-11-17



Handwritten initials: AS

Handwritten signature: JAC



C-20-01-17
20-01-17

Depot Keeper
-Officio Vende
Accounts Officer 5064M

the Integrity Pact signed by the Consultant as Appendix-G to this Form of Contract, then the Client shall be entitled to:

- (a) recover from the Consultant an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by the Consultant or any of his Sub-consultant, agents or servants;
- (b) terminate the Contract; and
- (c) Recover from the Consultant any loss or damage to the Client as a result of such termination or of any other corrupt business practices of the Consultant or any of his Sub-consultant, agents or servants.

On termination of the Contract under Sub-Para (b) of this Sub-Clause, the Consultant shall proceed in accordance with Sub-Clause 1.9 A. Payment upon such termination shall be made under Sub-Clause 1.9 A after having deducted the amounts due to the Client under 19 B Sub-Para (a) and (c).

2. COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT

2.1 Effectiveness of Contract

This Contract shall come into effect on the date the Contract is signed by both Parties and such other later date as may be stated in the SC. The date the Contract comes into effect is defined as the Effective Date.

2.2 Commencement of Services

The Consultant shall begin carrying out the Services not later than the number of days after the Effective Date specified in the SC.

2.3 Expiration of Contract

Unless terminated earlier pursuant to Clause GC 2.6 hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the SC.

2.4 Modifications or Variations

Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party.

2.5 Force Majeure

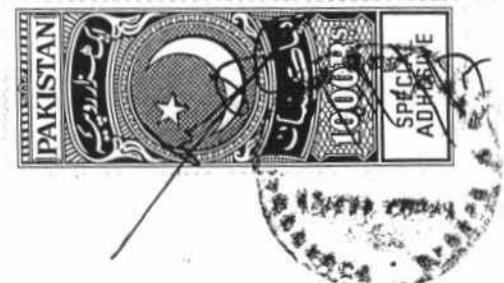
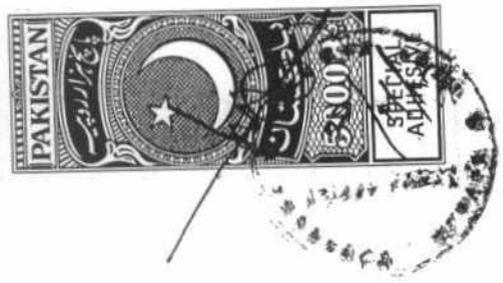
The failure on the part of the parties to perform their obligation under the contract will not be considered a default if such failure is the result of natural calamities, disasters and circumstances beyond the control of the parties.

2.5.2 No Breach of Contract

The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

2.5.3 Extension of Time

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal



2.5.4 Payments

to the time during which such Party was unable to perform such action as a result of Force Majeure.

During the period of their inability to perform the Services as a result of an event of Force Majeure, the Consultant shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

2.6 Termination

2.6.1 By the PA The PA may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (f) of this Clause GC 2.6.1. In such an occurrence the PA shall give a not less than thirty (30) days' written notice of termination to the Consultant, and sixty (60) days' in the case of the event referred to in (e):

- (a) If the Consultant does not remedy the failure in the performance of their obligations under the Contract, within thirty (30) days after being notified or within any further period as the PA may have subsequently approved in writing.
- (b) If the Consultant becomes insolvent or bankrupt.
- (c) If the Consultant, in the judgment of the PA has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
- (d) If, as the result of Force Majeure, the Consultant(s) are unable to perform a material portion of the Services for a period of not less than sixty (60) days.
- (e) If the PA, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.
- (f) If the Consultant fails to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause GC 8 hereof.

2.6.2 By the Consultant

The Consultants may terminate this Contract, by not less than thirty (30) days' written notice to the PA, such notice to be given after the occurrence of any of the events specified in paragraphs (a) through (c) of this Clause GC 2.6.2:

- (a) If the PA fails to pay any money due to the Consultant pursuant to this Contract without consultants fault.
- (b) Pursuant to Clause GC 7 hereof within forty-five (45) days after receiving written notice from the Consultant that such payment is overdue.
- (c) If, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) days.
- (d) If the PA fails to comply with any final decision reached as a result of arbitration pursuant to Clause GC 8 hereof.

2.6.3 Payment upon Termination

Upon termination of this Contract pursuant to Clauses GC 2.6.1 or GC 2.6.2, the PA shall make the following payments to the Consultant'

Handwritten signatures:
H
JAC

- (a) payment pursuant to Clause GC 6 for Services satisfactorily performed prior to the effective date of termination;
- (b) except in the case of termination pursuant to paragraphs (a) through (c), and (f) of Clause GC 2.6.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract, including the cost of the return travel of the Personnel and their eligible dependents.

3. OBLIGATIONS OF THE CONSULTANT

3.1 General

3.1.1 Standard of Performance

The Consultant shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Consultant shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the PA, and shall at all times support and safeguard the PA's legitimate interests in any dealings with Sub-Consultants or third Parties.

3.2 Conflict of Interests

The Consultant shall hold the PA's interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.

3.2.1 Consultants not to Benefit from Commissions, Discounts, etc.

The payment of the Consultant pursuant to Clause GC 6 shall constitute the Consultant's only payment in connection with this Contract or the Services, and the Consultant shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Consultant shall use their best efforts to ensure that the Personnel, any Sub-Consultants, and agents of either of them similarly shall not receive any such additional payment.

3.2.2 Consultant and Affiliates not to be Otherwise Interested in Project

The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, as well as any Sub-Consultants and any entity affiliated with such Sub-Consultants, shall be disqualified from providing goods, works or services (other than consulting services) resulting from or directly related to the Consultant's Services for the preparation or implementation of the project.

3.2.3 Prohibition of Conflicting Activities

The Consultant shall not engage, and shall cause their Personnel as well as their Sub-Consultants and their Personnel not to engage, either directly or indirectly, in any business or professional activities which would conflict with the activities assigned to them under this Contract.

3.3 Confidentiality

Except with the prior written consent of the PA, the Consultant and the Personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Consultant and the Personnel make public the recommendations formulated in the course of, or as a result of, the Services.

Handwritten signatures:
JMC
H3

3.4 Insurance to be Taken Out by the Consultant

The Consultant (a) shall take out and maintain, and shall cause any Sub- Consultants to take out and maintain, at their (or the Sub-Consultants', as the case may be) own cost but on terms and conditions approved by the PA, insurance against the risks, and for the coverage, as shall be specified in the SC; and (b) at the PA's request, shall provide evidence to the PA showing that such insurance has been taken out and maintained and that the current premiums have been paid.

3.5 Consultant's Actions Requiring PA's Prior Approval

The Consultant shall obtain the PA's prior approval in writing before taking any of the following actions:

- (a) entering into a subcontract for the performance of any part of the Services,
- (b) appointing such members of the Personnel not listed by name in Appendix C, and,
- (c) any other action that may be specified in the SC.

3.6 Reporting Obligations

- (a) The Consultant shall submit to the PA the reports and documents specified in (PA may insert appendix) hereto, in the form, in the numbers and within the time periods set forth in the said Appendix.
- (b) Final reports shall be delivered in CD ROM in addition to the hard copies specified in said Appendix.

3.7 Documents Prepared by the Consultant to be the Property of the PA

- (a) All plans, drawings, specifications, designs, reports, other documents and software submitted by the Consultant under this Contract shall become and remain the property of the PA, and the Consultant shall, not later than upon termination or expiration of this Contract, deliver all such documents to the PA, together with a detailed inventory thereof.
- (b) The Consultant may retain a copy of such documents and software. Restrictions about the future use of these documents, if any, shall be specified in the SC.

3.8 Accounting, Inspection and Auditing

- 3.8.1 The Consultant shall keep, and shall cause its Sub-consultants to keep, accurate and systematic accounts and records in respect of the Contract, in accordance with internationally accepted accounting principles and in such form and detail as will clearly identify relevant time changes and costs
- 3.8.2 The Consultant shall permit, and shall cause its Sub consultants to permit, the PA and/or persons appointed by the PA to inspect its accounts and records relating to the performance of the Contract and the submission of the Proposal to provide the Services, and to have such accounts and records audited by auditors appointed by the PA if requested by the PA. The Consultant's attention is drawn to Clause 1.9.1 which provides, inter alia, that acts intended to materially impede the exercise of the PA's inspection and audit rights provided for under Clause 3.8 constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to the PA's prevailing sanctions procedures.).

4. CONSULTANT'S PERSONNEL

Handwritten initials: H3 and JAZ

4.1 Description of Personnel

The Consultant shall employ and provide such qualified and experienced Personnel and Sub-Consultants as are required to carry out the Services. The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Consultant's Key Personnel are described in Appendix C. The Key Personnel and Sub-Consultants listed by title as well as by name in Appendix C are hereby approved by the PA.

4.2 Removal and/or Replacement of Personnel

- (a) Except as the PA may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Consultant, such as retirement, death, medical incapacity, among others, it becomes necessary to replace any of the Key Personnel, the Consultant shall provide as a replacement a person of equivalent or better qualifications.
- (b) If the PA finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Consultant shall, at the PA's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the PA.
- (c) The Consultant shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

5. OBLIGATIONS OF THE PA

5.1 Assistance and Exemptions

The PA shall use its best efforts to ensure that the Government shall provide the Consultant such assistance and exemptions as specified in the SC.

5.2 Change in the Applicable Law Related to Taxes and Duties

If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost incurred by the Consultant in performing the Services, then the remuneration and reimbursable expenses otherwise payable to the Consultant under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred to in Clauses GC 6.2 (a) or (b), as the case may be.

5.3 Services and Facilities

The PA shall make available free of charge to the Consultant the Services and Facilities listed under Appendix F.

6. PAYMENTS OF THE CONSULTANT

6.1 Security

The consultant has to submit bid security and the performance security at the rate mention in SC.

6.2 Lump-Sum Payment

The total payment due to the Consultant shall not exceed the Contract Price which is an all-inclusive fixed lump-sum covering all costs required to carry out the Services described in Appendix A. Except as provided in Clause 5.2, the Contract Price may only be increased

Handwritten signatures: JMAZ and another illegible signature.

- above the amounts stated in Clause 6.2 if the Parties have agreed to additional payments in accordance with Clause 2.4.
- 6.3 Contract Price** The price payable in Pak Rupees/foreign currency/ is set forth in the SC.
- 6.4 Payment for Additional Services** For the purpose of determining the remuneration due for additional services as may be agreed under Clause 2.4, a breakdown of the lump-sum price is provided in Appendices D and E.
- 6.5 Terms and Conditions of Payment** Payments will be made to the account of the Consultant and according to the payment schedule stated in the SC. Unless otherwise stated in the SC, the first payment shall be made against the provision by the Consultant of an advance payment guarantee for the same amount, and shall be valid for the period stated in the SC. Such guarantee shall be in the form set forth in Appendix G hereto or in such other form, as the PA shall have approved in writing. Any other payment shall be made after the conditions listed in the SC for such payment have been met, and the Consultant has submitted an invoice to the PA specifying the amount due.

7. GOOD FAITH

- 7.1 Good Faith** The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

8. SETTLEMENT OF DISPUTES

- 8.1 Amicable Settlement** The Parties agree that the avoidance or early resolution of disputes is crucial for a smooth execution of the Contract and the success of the assignment. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation
- 8.2 Dispute Resolution** Any dispute between the Parties as to matters arising pursuant to this Contract that cannot be settled amicably within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement may be submitted by either Party for settlement in accordance with the provisions specified in the SC.

Handwritten signatures: H.S. JMC

III. Special Conditions of Contract

Number of GC Clause Amendments of, and Supplements to, Clauses in the General Conditions of Contract

1.1 Sindh Public Procurement Act and Sindh Public Procurement Rules 2010.

1.3 The language is English.

1.4 The addresses are:

Procuring Agency: Reform Support unit, Education & Literacy
Department, Government of Sindh-Karachi

Attention: Chief Program Manager

Facsimile: +92-21-34320251

E-mail: faisal100@hotmail.com

Consultant: Sukkur Institute of Business Administration

Attention: Dr.Fida Hussain Chang

E-mail: dr.fidahussain@iba-suk.edu.pk

1.6 N.A

1.7 The Authorized Representatives are:

For the PA: M. Zamir Khan-Program Manager (SAT)

For the Consultant: Dr Pervaiz Ahmed- Director (ORIC)

1.8 All relevant taxes including stamp duty and service charges to be borne by the consultant. In case there is exemption from any rates, taxes, the same shall be mentioned here.

The PA warrants that the Consultant, the Sub-Consultants and the Personnel shall be exempt from (or that the PA shall pay on behalf of the Consultant, the Sub- Consultants and the Personnel, or shall reimburse the Consultant, the Sub- Consultants and the Personnel for) any indirect taxes, duties, fees, levies

Handwritten signature

Handwritten signature

and other impositions imposed, under the Applicable Law, on the Consultant, the Sub- Consultants and the Personnel in respect of:

- (a) any payments whatsoever made to the Consultant, Sub-Consultants and the Personnel (other than nationals or permanent residents of Pakistan), in connection with the carrying out of the Services;
- (b) any equipment, materials and supplies brought into the Government's country by the Consultant or Sub-Consultants for the purpose of carrying out the Services and which, after having been brought into such territories, will be subsequently withdrawn there from by them;
- (c) any equipment imported for the purpose of carrying out the Services and paid for out of funds provided by the PA and which is treated as property of the PA;
- (d) any property brought into the province by the international Consultant, any Sub-Consultants or the Personnel or the eligible dependents of such Personnel for their personal use and which will subsequently be withdrawn there from by them upon their respective departure from the Government's country, provided that:
 - (1) the Consultant, Sub-Consultants and Personnel, and their eligible dependents, shall follow the usual customs procedures of the Government's country in importing property into the Government's country; and
 - (2) if the Consultant, Sub-Consultants or Personnel, or their eligible dependents, do not withdraw but dispose of any property in the Pakistan for which customs duties and taxes have been exempted, the Consultant, Sub-Consultants or Personnel, as the case may be, (i) shall bear such customs duties and taxes in conformity with the regulations of the Government's country, or (ii) shall reimburse them to the PA if they were paid by the PA at the time the property in question was brought into the Government's country.

2.2 The date for the commencement of Services is Monday 15th January, 2017.

2.3 The entire job shall be completed within 10 months, however contract shall be valid till 31.12.2017.

3.4 The risks and the coverage shall be as follows:

- (a) Third Party motor vehicle liability insurance in respect of motor vehicles operated by the Consultant or its Personnel or any Sub- Consultants or their Personnel, with a minimum coverage of PKR 1,000,000/-;
- (b) Third Party liability insurance, with a minimum coverage of PKR 1,000,000/-
- (c) professional liability insurance, with a minimum coverage of PKR 168,857,600/-
- (d) Procuring Agency's liability and workers' compensation insurance in respect of the Personnel of the Consultant and of any Sub-Consultants, in accordance with the relevant provisions of the Applicable Law, as well as,

with respect to such Personnel, any such life, health, accident, travel or other insurance as may be appropriate; and

- (e) insurance against loss of or damage to (i) equipment purchased in whole or in part with funds provided under this Contract, (ii) the Consultant's property used in the performance of the Services, and (iii) any documents prepared by the Consultant in the performance of the Services.

3.7 (b) The Consultant shall not use these documents and software for purposes unrelated to this Contract without the prior written approval of the PA.

6.1 Performance guarantee shall be 5% of contractual amount in shape of Bank guarantee valid till the expiry of contract.

6.3 The amount in Pak Rupees is 168,857,600 (One Hundred Sixty Eight Million Eight Hundred Fifty Seven Thousand, Six Hundred Only).

6.5 Payments shall be made according to the following schedule:

- a) 15% of the cost of lump sum contract shall be released on preparation of Project Inception Report, Project Implementation Plan, collection of enrollment verification data and other requisite plans / protocols.
- b) 05% of the cost of lump sum contract shall be released on submitting review report of test items (science, Maths and language)
- c) 10% of the cost of the lump sum contract shall be released on submission of pilot testing report (technical and statistical).
- d) 10% of the cost of lump sum contract shall be released on sample papers dissemination through newspapers, and sending sample papers to all schools.
- e) 20% of the cost of the lump sum contract shall be released on test administration in 75% schools by sending authenticated attendance report.
- f) 20% of the cost of the lump sum contract shall be released on submission of final color full report (technical and statistical)
- g) 20% of the cost of the lump sum contract shall be released on sending the student report cards to parents (including schedule of dissemination of SRC regional workshops)

All the submitted reports shall be treated as draft until the satisfactory comments received from concerned portfolio manager. Payment shall be made for minimum 350,000 students in case of Marking/E-Marking, stationary, SRC printing and dispatching as provided in terms of reference; whereas, any acceding number shall be paid on actual basis. Besides, all other areas of payment shall be considered lum sum (fixed) because this assignment is carried out for estimated three

hundred fifty thousand (350,000) students wherein a lot of stakeholders like, paper setters, invigilators etc, are involved, the production of receipts would not be practicable and payment on reimbursable basis would be impractical. Regarding stationary (Activity no.12), RSU shall make payments on actual basis (minimum 350,000 students) and unused stationary shall not be returned to RSU as it would be futile for RSU.

- 8.2 Disputes shall be settled by complaint redressal committee defined in SPPR 2010 or through arbitration Act of 1940.

H₂, JMC

INTEGRITY PACT

Contract No. RSU/PROC/SAT-V/2016
Dated: 12th January 2017
Contract Value: PKR 168,857,600/-
Contract Title: HIRING OF FIRM FOR STANDARDIZED
ACHIEVEMENT TEST (SAT-V)

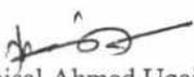
Sukkur Institute of Business Administration hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Sindh (GoS) or any administrative subdivision or agency thereof or any other entity owned or controlled by GoS through any corrupt business practice.

Without limiting the generality of the foregoing, Sukkur IBA represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoS, except that which has been expressly declared pursuant hereto.

Sukkur IBA certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoS and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

Sukkur IBA accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to GoS under any law, contract or other instrument, be voidable at the option of GoS.

Notwithstanding any rights and remedies exercised by GoS in this regard, Sukkur IBA agrees to indemnify GoS for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoS in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by Sukkur IBA as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoS.


Faisal Ahmed Uqaili
Chief Program Manager
Reform Support Unit


Dr Fida Hussain Chang
Project Director SAT
Sukkur Institute of Business Administration



APPENDIX-A

Description of Services for Standardized Achievement Test SAT-V

Detailed Terms of References (ToRs)

Background:

The large scale standardized testing of individual students prior to Grades 9 and 10 is non-existent in the Sindh public education system. School tests are given to students but as these are not standardized it is difficult to identify whether the resulting scores are reliable and are valid indicators of the achievement of students. It also does not enable parents to assess the performance of their own child as compared to a national norm as there are no set standards or achievement levels/scales available in Sindh.

To rectify this, the Government of Sindh, Education & Literacy Department has introduced annual Sindh Standardized Achievement Testing.

The Sindh Standardized Achievement Test (SAT) is a nationally standardized test that report scores as percentiles, or as grade equivalents achievement scales and compares student test results to a national norm);it is an *achievement* test (one measuring subject knowledge and skills); and, includes a test on English, Mathematics and Science.

SAT is planned to be used as a tool to provide policy information on various areas of education reform. Following are the key objectives:

- a. To link our mostly input driven reform agenda to output/outcomes
- b. To use the process and results of SAT to affect attitudinal changes in teachers, for instance helping them to graduate from rote learning to active learning method that help to inculcate problem solving, critical thinking, communication inquiry, and analytical skills in pupils. The results of the tests can also be used to review the curriculum/syllabus/textbooks of schools/teacher training colleges and teacher recruitment policies of various cadres and group of services.
- c. To inform parents, education administration, civil society and government and to gradually shift to result based accountability system.
- d. To inform policy makers, development partners, planners and implementers and to gradually move to evidence based policy making, planning and implementation.

HS *JAC*

e, The purpose of the testing is to acknowledge achievers and help and support under achievers through planned inputs.

f. To identify good districts and practices in order to learn and multiple the good practices to other districts.

The Need for SAT

SAT tests provide information regarding individual students achievement acquired from experience and participation in learning during their school year. They provide information regarding the strengths and weaknesses of individual students on a national norm or standard and this should enable the teacher, curriculum developers, textbook writers, policy makers to develop plans and systems for improvements in the achievement of individual students.

SAT tests what students have learnt throughout the school year. The Sindh SAT will be based on the National Curriculum and the student learning outcomes identified in the National Curriculum. All Students of class V and VIII will take the entire achievement test battery of Language (School's medium of instruction), Mathematics and G. Science, which comprises of subject knowledge and skills, including 21st century and other appropriate national and global skills. .

Quality Assurance Mechanism to be adopted for SAT

SAT tests provide information regarding what individual students performance is against a national norm based on an achievement scale of 1-5 and also the students achievement acquired from what the student have learnt and understood during their school year. They provide information regarding the strengths and weaknesses of individual students and this should enable the teacher to teach and support the academic growth of individual students.

The SAT tests are based on the Student Learning Outcomes identified in the National Curriculum. The target subject for the SAT is Language, Mathematics and General Science.

Sindh Education & Literacy Department has hires the services of third party to develop and conduct test of the entire population of students in public schools of Sindh and some selected private, community based and NGO run schools at two grade levels in selected subjects.

Since this is a large scales testing with key policy, planning and reform purposes hence the third party has to set and adhere to all standardized testing standards to enhance the overall quality of examination development, administration, marking, analysis and results reporting for increased reliability, validity and fairness . Based on the detailed TORs and key outcomes provided below the third party has to develop and implement a monitoring and evaluation

H₃ *JMAZ*

framework during the process and post. The third party is required to submit a 5 pager process report for each indicator and a comprehensive monitoring and evaluation report at the end.

Deliverable:

- Process and Outcome Monitoring and Evaluation Framework.
- A 5 pager process M& E report for each TOR.
- A comprehensive M&E report for post review.

The detailed ToRs are:

1. Validated Paper Specifications

The SAT contracted third party is required to develop and validate paper specification for each year. The paper specification will be highlighting the competencies, skills and their weightage for upcoming Standardized Achievement Test. The third party is required to engage content and testing experts in the development and validation of the specification. The third party will ensure a quality paper specification which may cover the appropriate allocation to content areas, difficulty/ cognitive levels, appropriate skills. This paper specification should also be aligned with the curriculum standards. It may also match with the recommended paper specification given with the contract. The third party will share details on appropriacy and relevance of the paper specification obtained through expert validation.

Deliverables

- a) The expert validation process and the review report on expert validation and modification in the specification for target population.
- b) The list of expert validation committee and their profiles.

(Overall the paper specifications will be developed for three subjects for two grades)

2. Reviewed Test Items

The SAT contracted firm is made responsible to develop total of 1500 (or 250 items per subject) test items in all subjects in class V and VIII only. The firm has to upload the finalized version of test items on SAT website so that the online provision of quality test material may be provided to the teachers for their classroom assessments. The test items along with detailed marks schemes are required to make them more user friendly. To assure the quality of items, fit for purpose and to avoid any bias the contracted firm is required to develop the items based on standard item development processes for quality items and item free from all possible bias. The items need to be developed by professionally trained test developers and 10% of the items need to be reviewed by test experts based on the criteria for quality item,

Handwritten signature

Handwritten signature

fit or purpose i.e. alignment of test item with the targeted difficulty/ cognitive level and cognitive domain. and bias, including also cultural bias, content bias, language bias, gender bias.

The contracted firm is required to share the following

- 1500 items developed and reviewed according, criteria for quality item, fit or purpose i.e. alignment of test item with the targeted difficulty/ cognitive level and cognitive domain. and bias, including also cultural bias, content bias, language bias, gender bias, along with item profiles.
- The development and review process report along with review criteria and detail profiles of item developers and reviewers.
- 10% items reviewed along with comments and changes made to the items.
- The firm will create and maintain a web portal where the test items **will** be available. Firm will upgrade it to international standards.
- Questionnaire based on socio economic indicators for parents teachers and school profile developed to establish relations will be uploaded on the website.
- These test items with all major parts (Stem, Possible Answers and Checking hints) will be placed on-line for schools to access to enable them to understand the nature of the SATs assessments.
- The firm is also required to pilot test a sample of items on a representative sample and share item profiles.

Pilot Testing and Creating Item Profiles and Establishing Scale Reliability

The piloting of test item is one of the strong tools to enhance the reliability of the test material. This strategy has been widely used among the developed education systems. As government of Sindh is striving to introduce the modern techniques of testing for overall quality of teaching and learning process so it is essential to apply this technique to achieve the broader objectives of this reform. Piloting and item analysis is to create item profiles is one of the most essential strategies used by the examiners to enhance the quality of test materials. There will be more than 12 tests for three subjects of two grades in each round of test. Hence, the contracted firm is required to pilot 4 times the items required to develop the paper according to the specification that is fit for purpose and void of content, cultural, language and gender bias. .

The firm is required to pilot test item and undertake item analysis to identify item quality, difficulty level as well ability of the item to discriminate between less able students on an achievement scale of 1-5. Hence, this will require piloting testing of 4 times the items required to develop the actual test The contracted firm will assure the suitability of the sample size and its representativeness for pilot testing to develop item profiles, estimate reliability, develop

Handwritten signatures:
H.M.
J.M.C.

achievement levels and to avoid bias. The firm will also develop test administration instructions, instructions booklets and train test administrators. . The firm will do item analysis including item difficulty and discrimination, review item based on item quality criteria to ensure that the quality test material may be used in the real tests. The contracted firm will also ensure that content, construct, face and criterion validity are met in the desired test. The contracted will also establish paper reliability and firm will also review the instructions for examiners and examinees. The firm will apply measures of anchoring and other techniques to equate multiple forms.

Pilot testing will also provide information regarding:

- the length of time required for the tests to be completed:
 - the possible answers for the open-ended test items;
 - the criteria to be used for marking open-ended test items.
 - the items that are culturally biased.
 - Item profiles, difficulty and decimation index.
 - The focus of the tools to be used for parents and teachers
 - Appropriateness of test administration manuals
- Pilot testing of the test items and tests will need to be conducted with up to 2000 students. 1200 students of Grade 6 and 800 students of Grade 9 will appear in Pilot test. The pilot test students should be representative of the testing population:
- Urban, rural areas
 - Male, female, mixed school students
 - Different medium of schools, Sindhi, Urdu, English
 - Different types of school, public and private
 - Different types in terms of one teacher, two teacher less than 10 teachers/ more than ten teachers.
 - Different in terms of teacher qualifications and parent SES.
 - Different in terms of school non-educational and educational facilities.

Appropriate software should be used to analyze the data and to provide feedback reports. The report of piloting will also be shared by the client with RSU.

Deliverables:

- Pilot testing sampling frame, sampling method and sample.
- Pilot testing report indicating the process, sampling and sample, methodology, item profiles and feedback item improvement, reliability, item sorting according to specification and achievement scale.

3. Pilot testing report will also include information regarding:

Handwritten signatures: HZ and JAC

- the length of time required for the tests to be completed:
- the possible answers for the open-ended test items;
- the criteria to be used for marking open-ended test items.
- the items that are culturally biased.
- Item profiles, difficulty and decimation index.
- The focus of the tools to be used for parents and teachers
- Appropriateness of test administration manuals
- The Challenges/issues and recommendations.

4. Format of the Test Papers'

The format of the test will be agreed with the contracted firm. The format of tests affects test reliability and validity. It is internationally recognized that the test format has an influence on the test performance of students. It is important that the formats of all the tests match. There is a need to ensure that the tests are easy for the students to read and to make them to want to complete the tests.

Four test booklets (Booklet A, Booklet B Booklet C& Booklet D), consisting of test items of the same level of difficulty will be presented to students. This will prevent copying during the testing. The format of the test papers will also be dependent on whether the contracted firm uses optical mark readers and optical character readers.

Deliverable:

- A complete template with Paper layout and format along with a two pager report on reason for using the particular layout

5. Student Population to be tested

The population to be tested will be all students of Grades 5 and grade 8 enrolled in public schools of Sindh province after verification of enrollment. Selection criteria for the selection of the private schools will be developed.

Deliverable:

- 1. Detail about the Population according to district and school type.**

6. Printing of the Tests

The printing of the tests will be the responsibility of the contracted firm. The booklet should be on appropriate gram paper and should be illegible.

Deliverable:

Handwritten signatures:



- Booklets to the entire population appearing in the tests
- Five sets of the test booklets to RSU.
- Booklet printing schedule districtwise / talukawise before 1 week of actual test

7. Testing Dates and Timing

The tests are expected to be conducted in the 1st week of January 2017 before the Schools annual exams. The tests will be administered according to a rotation timetable drawn up by the contract firm. It is expected that one division will be covered in ten working days and the testing will be completed in 29 districts (or as per new administrative structure) in thirty working days.

The time required for the tests will be approximately 30 minutes for each test. All the subject areas will be tested in a school in one day.

Deliverable:

- A complete testing timelines and dates per division, districts and schools addresses to be provide at least 1 week prior to test administration to RSU.

8. Standardized Procedures for Test Administration and Monitoring.

The test administration is one of biggest challenge in large scale testing in Pakistan. It has been observed that candidates, teachers and even parents use to apply malpractices for achieving higher grades in examinations. The test administration requires adequate planning, training of test administrators and monitoring by the testing agency.

The third party will engage monitors/firm involved in monitoring to observe at least 5% test centres identified by the IP to collect information about the quality of test administration. The third party will submit a report developed by monitors/ monitoring firm highlighting strengths and weaknesses along with some recommendations so that the quality of test administration may be enhanced for upcoming SAT rounds.

Deliverables:

- Workshop for test administrators.
- Dates and list of test administrators and along with their profiles
- Planning details of the workshop, power point presentation and report.
- Engagement of monitors during administration and 5 pager report on test administration.

9. Monitoring

H3

JAC

The contracted firm will engage monitors for monitoring the entire SAT processes on an agreed monitoring framework with key outcome indicator guideline with Government of Sindh Education & Literacy Department and submit a monitoring report.

Deliverable:

- Detail profile of the Monitoring and Evaluation firm
- A Monitoring and Evaluation framework,
- A Monitoring and Evaluation Report.

10. Reviewed of Background Questionnaires developed for classroom teachers/students, school facility

SAT has another feature of collecting detailed background information from classroom teachers, school leaders candidates and parents separately. Such information may be used to unfold the various trends of teaching and learning practices among public schools of the province.

The background questionnaire for examining classroom teachers and candidates will be reviewed by the contracted firm. The firm will diagnose the appropriacy of the desired background information, language, structure, length and instructions of the tool and make changes accordingly. The firm will be required to provide:

Deliverables:

- The finalized background questionnaire including major areas of focus related to teachers, parents, head teachers, educational and non-educational facilities, type of school and other important aspects to inform development, policy and planning.
- The review criteria sharing rationale for inclusion/not inclusion of questions and report.

11. Ensure the Quality of Marking and Scoring the Tests

The subjectivity in marking of answer scripts has been wisely observed in public examination systems. This challenge is greatly hindering actual student performances and the quality of teaching and learning is continuously decreasing due to the subjectivity of marking.

Deliverables:

- The firm will develop, share details and adopt standardized procedures for increased marking reliability and accuracy so that overall quality of marking can be increased.
- Training of markers based on a marking key and use of e-marking procedures. To provide training manual, dates and list o trainees and trainers.

Handwritten signatures:
H₂ JMC

- Marking criteria and standardized procedures adopted to reduce variance and increased intermarker reliability for CRQs, ERQs and procedural problem solving in mathematics.

12. Statistical Analytical Report on Student Performances

During SAT round one the third party managed to draw mean score from school to province level. However; the need is felt to further unfold the student achievement so deeper understanding of student ability, achievement level, variance in the population, the difficult areas of curriculum can be identified for further decision making.

The third party firm will use modern software to explore the evidence of equating using statistics, analysis of not only raw scores but ability of students on a national norm, percentile/5 level achievement scale, internal consistency and parallel forms reliability will be presented.

The contracted firm will also present achievement in relation with the independent variables in the background questionnaire to identify the correlations, also to identify good schools and districts, schools and districts needing additional support. The kind of support will also be suggested by the quality assurance firm based on the data for Evidence based planning.

Reports:

✓ A Technical Analytical Report presenting.

Section 1: Standardized Testing Purpose, Process and Methodology.

Section 2: Descriptive Results Reporting.

Section 3: Analytical Results Reporting in relation to the key areas in the background questionnaire

Conclusion, Recommendations, Implications for policy, planning, practice....

The results should indicate achievement through percentiles and achievement scales for each subject to the results should be analyzed for the following:

- Achievement of individual students for each subject, cognitive level..achievement scale..
- Mean achievement, standard deviations, percentiles, grade/subject specific achievement scale for each subject for provinces, districts, talukas, tehsils, UCs/wards and schools
- Achievement(Mean achievement, standard deviations, percentiles, grade/subject specific achievement scale) comparing district results (result of one district as compared with the rest of the districts), talukas (result of each taluka as compared with other talukas in the same district), tehsils (result of each Iasi! as compared **with** other tehsils in the same district); UCs (result of each UC as compared with the rest of the UCs **in a** tehsil)
- Achievement (Mean achievement, standard deviations, percentiles, grade/subject specific achievement scale) according to rural, urban areas
- Achievement (Mean achievement, standard deviations, percentiles, grade/subject specific achievement scale) according to gender — male, female

H₂ JAC

- Range of scores within province, district, taluka, tehsil
- Regional trends within the province
 - Achievement (Mean achievement, standard deviations, percentiles, grade/subject specific achievement scale) of private schools according to fees charged. the analysis tools used should be able to provide data to enable year upon year trends to be
 - Achievement of students related to information provided by the background Questionnaires by teachers and parents obtained as well as comparisons between subject achievements.

13. Device Strategy for Dissemination of Student performances with Stakeholders

The sharing of student performances with parents and other stakeholders is one of the major innovations introduced through SAT reform. The purpose of disseminating student performances was to make public realize the issues and challenges of public school system and the parents may start inquiring about their child's performances.

The firm will devise strategies for dissemination of student performances for the multiple stakeholder. For this purpose the firm will generate and share appropriate data for different stakeholders including policy makers and implementers, district staff, head teachers, teachers, curriculum planners, textbook writers, and most important the parent and child. Moreover the usability of the information, and its relevance to the participants will be very important.

Deliverables:

Regional Seminar,

Planning details of seminar, power point presentation and report.

Dissemination of achievement through individual SRC.

A poster presentation and flyers for stakeholders.

14. Process and Ex-post Review

The process and ex-post review of the achievement test is one of the major distinctions of SAT reform. The firm will develop a monitoring and evaluation framework for process to feedback into the process for improvement and ex-post review to diagnose the strengths and weaknesses of the whole process from exam development to dissemination workshops for next round of SAT. The firm will review the whole process and make suggestions which may help to refine the process for coming rounds of SAT.

The firm will separately diagnose the process of exam development process test administration, test evaluation, and dissemination of result with stakeholders along with few specific suggestions

Handwritten signatures: H₃ and JAC

which may help to improve the quality of each step. The firm will review the SAT website user trends to identify the number and nature of SAT website users. The firm will also suggest and refer some material/links which may be uploaded on SAT website so that information available on website can be used by various stakeholders.

Deliverables

For Quality Assurance:

1. Process and Outcome Monitoring and Evaluation Framework with indicators for the entire contracted work, monitoring timelines, process, methodology and tools.
2. A 5 pager process M& E report for each TOR.
3. A comprehensive M&E report for post review.

For ToR 1:

1. The third party will share the developed and the finalized validated paper specification for mathematics, science and English prior to paper development.
2. The expert validation process and the review report on expert validation and modification in the specification for target population.
3. The list of expert validation committee and their profiles.

For ToR 2:

1. 1500 items developed and reviewed according, criteria for quality item, fit or purpose i.e. Alignment of test item with the targeted difficulty/ cognitive level and cognitive domain. and bias, including also cultural bias, content bias, language bias, gender bias, along with item profiles.
2. The development and review process report along with review criteria and detail profiles of item developers and reviewers.
3. 10% items reviewed along with comments and changes made to the items.
4. The firm will create and maintain a web portal where the test items **will** be available. Firm will upgrade it to international standards.
5. Questionnaire based on socio economic indicators for parents teachers and school profile developed to establish relations will be uploaded on the website.
6. These test items with all major parts (Stem, Possible Answers and Checking hints) will be placed on-line for schools to access **to** enable them to understand the nature of the SATs assessments.

Handwritten signatures:
H
JMAC

7. The firm is also required to pilot test a sample of items on a representative sample and share item profiles.

For ToR 3

Deliverables:

- a) Pilot testing sampling frame, sampling method and sample.
- b) Pilot testing report indicating the process, sampling and sample, methodology, item profiles and feedback item improvement, reliability, item sorting according to specification and achievement scale.
- c)

Pilot testing report will also include information regarding:

- d) the length of time required for the tests to be completed;
- e) the possible answers for the open-ended test items;
- f) the criteria to be used for marking open-ended test items.
- g) the items that are culturally biased.
- h) Item profiles, difficulty and discrimination index.
- i) The focus of the tools to be used for parents and teachers
- j) Appropriateness of test administration manuals.

ToR 4:

Deliverable:

- 1. A complete template with Paper layout and format along with a two pager report on reason for using the particular layout

ToR 5:

Deliverable:

- 1. Details about the testing Population according to district, urban/rural. and school type.

ToR 6

Deliverable:

- 1. Booklets to the entire population appearing in the tests
- 2. Five sets of the test booklets to RSU.

ToR 7

Deliverable:

- 1. A complete testing timelines and dates per division, districts and schools addresses to be provide at least 1 week prior to test administration to RSU.

Handwritten signatures

ToR 8

Deliverable:

1. Workshop for test administrators.
2. Dates and list of test administrators and along with their profiles
3. Planning details of the workshop, power point presentation and report.
4. Engagement of monitors during administration and 5 pager report on test administration.

ToR 9:

Deliverable:

1. Detail profile of the Monitoring and Evaluation firm
2. A Monitoring and Evaluation framework,
3. A Monitoring and Evaluation Report.

H. JMC

ToR 10:

Deliverable:

1. The finalized background questionnaire including major areas of focus related to teachers, parents, head teachers, educational and non-educational facilities, type of school and other important aspects to inform development, policy and planning.
2. The review criteria sharing rationale for inclusion/not inclusion of questions and report.

ToR 11:

Deliverable:

1. The firm will develop, share details and adopt standardized procedures for increased marking reliability and accuracy so that overall quality of marking can be increased.
2. Training of markers based on a marking key and use of e-marking procedures. To provide training manual, dates and list o trainees and trainers.
3. Marking criteria and standardized procedures adopted to reduce variance and increased intermarker reliability for CRQs, ERQs and procedural problem solving in mathematics.

ToR 12:

Deliverable:

A Technical Analytical Report presenting.

Section 1: Standardized Testing Purpose, Process and Methodology.

Section 2: Descriptive Results Reporting.

Section 3: Analytical Results Reporting in relation to the key areas in the background questionnaire

Conclusion, Recommendations, Implications for policy, planning, practice....

The results should indicate achievement through percentiles and achievement scales for each subject.

The results should he analyzed for the following:

- Achievement of individual students for each subject, cognitive level. Achievement scale.
- Mean achievement, standard deviations, percentiles, grade/subject specific achievement scale for each subject for provinces, districts, talukas, teshils, UCs/wards and schools

Handwritten signatures: H₃ JWC

- Achievement(Mean achievement, standard deviations, percentiles, grade/subject specific achievement scale) comparing district results (result of one district as compared with the rest of the districts), talukas (result of each taluka as compared with other talukas in the same district), tehsils (result of each Iasi! as compared **with** other tehsils in the same district); UCs (result of each taluka as compared with the rest of the UCs **in a** tehsil)
 - Achievement (Mean achievement, standard deviations, percentiles, grade/subject specific achievement scale) according to rural, urban areas
 - Achievement (Mean achievement, standard deviations, percentiles, grade/subject specific achievement scale) according to gender — male, female
 - Range of scores within province, district, taluka, tehsil
 - Regional trends within the province
- Achievement(Mean achievement, standard deviations, percentiles, grade/subject specific achievement scale) of private schools according to fees charged the analysis tools used should be able to provide data to enable year upon year trends to be
 - Achievement of students related to information provided by the background Questionnaires by teachers and parents obtained as well as comparisons between subject achievements.

the complete set of data, raw and processed with complete codification, will be made available to the government in a manner and substance that cross-sectional and time series analysis can be carried-out on the data as the body of research grows year after year. Such data should also be available to research centers, civil society, NGOs, development partners and others for any further analyses they may wish to undertake.

- **A report for each of the Talukas** containing the results of individual schools- public and private (as the case may be) and the results of the taluka compared with other talukas in the same district.
- **A report for the teachers and schools** containing information about students in their schools as well as the mean(average) achievement of all the other schools in their UC and Taluka. The mean (average) of the school should also be compared with Talukas of the district.
- **Report Cards for parents and students** containing information regarding the achievement of their child/children (on the basis of standards **of each subject**) **as well as information regarding the achievement of child in comparison to other children in the districts, UC and Talukas indicated through percentile and grade level achievement scales.** The contents of the reports should be so designed that literate as well as illiterate parents/households could understand it.
- The report will be submitted after 8 weeks

ToR 13:

Deliverable:

4. Regional Seminar,
5. Planning details of seminar, power point presentation and report.

7. A poster presentation and flyers for stakeholders.

ToR 14:

Deliverables

1. Process and Outcome Monitoring and Evaluation Framework with indicators for the entire contracted work, monitoring timelines, process, methodology and tools.
 2. A 5 pager process M& E report for each TOR.
 3. A comprehensive M&E report for post review.
-

Note :-

Test specification table may be developed by the assessment expert after.

Items for each subject may be developed in three cognitive levels as according to weightage given in the curriculum.

- The firm will Develop Teacher Background & socio economic questionnaire with report.

Handwritten signatures: H.S. and J.M.C.

APPENDIX-B

KEY PERSONNEL

S.No:	Name	Position
1	Mr. Dr. Fida Hussain Chang	Project Director
2	Mr. Pervez Ahmed Memon	Team Lead Admin
3	Dr. Irfan Ahmed Rind	Team Lead assessment & Analysis
4	Dr. Abdul Rehman Soomrani	Team Lead I.T & Software
5	Mr. Zahid Ali Jatoi	Project Manager- Field Admin
6	Mr. Imran Ahmed Larik	Project Manager –Test Development & Analysis
7	Mr. Irshad Nazir	Project Manager- Database Administration
8	Dr. Rida e Zainab	Test Development Expert (Math)
9	Dr. Hassan Shah	Test development expert(English)
10	Dr. Riffat Abbas	Test development expert (Urdu)
11	Dr. Shahid Hussain Mughal	Test development expert(sindhi)
12	Abdul Qadir Rahimoon	Test development expert(Science)





APPENDIX-C
SUMMARY OF COSTS

S.No:	ACTIVITY	AMOUNT IN PKR
1	Design and Review of Question Bank	1,308,000/-
2	Maintain online Question Bank/ Newspaper Advertisement	1,400,000/-
3	Conducting Pilot Test	2,046,000/-
4	Field Survey for verification in six Regions of Sindh for 1500 New Test Centers	3,581,600/-
5	Verification workshops for 4659 Test Centers of SAT V with SPEs & ADOEs for Preparation of Actual test field plans	4,467,000/-
6	Administration of SAT V Test	80,310,000/-
7	Paper Checking & E-Marking of SAT V Test	22,750,000/-
8	Project Payroll cost /Miscellaneous Cost	32,964,000/-
9	Data Analysis and Report Writing	2,380,000/-
10	Student Report Cards Printing, Dispatching	4,550,000/-
11	Regional Workshops to Disseminate SAT V Results	2,400,000/-
12	Provision of Stationery for Students	5,250,000/-
13	Dispatch of unused Test Booklets to ADOEs & Secondary Schools of Sindh	1,500,000/-
14	Data Collection	1,530,000/-
GRAND TOTAL		168,857,600/-

[Handwritten signatures]

Activity 1: Design and Review of Question Bank

BREAKDOWN OF COSTS BY ACTIVITY

Group of Activities (Phase): Activity 01	Description: Design and Review of Question Bank	
Price / Cost Component	Currency	Amount
Remuneration		0
Reimbursable Expenses		1,308,000/-
Subtotals		1,308,000/-

BREAKDOWN OF REIMBURSABLE EXPENSES

Nº	Description	Unit	Unit Cost	Quantity	PKR
1	Equipment, instruments, materials, supplies, etc.	Lump Sum			300,000/-
2	Purchase Books	Lump Sum			150,000/-
	Pilot Test Development	Items	250	600	150,000/-
	Item Translate	Items	65	1200	78,000/-
	Items Development	Items	250	1500	375,000/-
	Items Review	Items	65	1500	97,500/-
	Item Profile Development	Items	65	1500	97,500/-
	Item Composition	Items	40	1500	60,000/-
					1,308,000/-

Activity 2: Maintain online Question Bank/ Newspaper Advertisement

BREAKDOWN OF COSTS BY ACTIVITY

Group of Activities (Phase): Activity 02	Amount in PKR
Remuneration	840,000/-
Reimbursable Expenses	560,000/-
Subtotals	1,400,000/-

BREAKDOWN OF REMUNERATION

Name	Position	(Staff-month) Rate	Input Months	Amount in PKR
Zafar Mahar	Web Master/ IT Expert	70,000/-[Home]	12	840,000/-
Total Cost				840,000/-

BREAKDOWN OF REIMBURSABLE EXPENSES

No	Description	Quantity	Amount in PKR
1	Advertisements	Lump sum	560,000/-
Sub Total			560,000/-

Activity 3: Conducting Pilot Test

BREAKDOWN OF COSTS BY ACTIVITY

Group of Activities (Phase): Activity 03	Amount
Remuneration	781,000/-
Reimbursable Expenses	1,265,000/-
Subtotals	2,046,000/-

H₃ JWC

BREAKDOWN OF REMUNERATION

Name	Position	(Staff-month) Rate ⁴	Input Rate	Input Days	PKR
Invigilation, Orientation And Administration for Pilot test(2000 students)	Invigilators(10)	[Field]	2700/- per Invigilation	8	216,000/-
Specification development and validation by experts (Class V & VIII)	Experts (05)	Lump sum			565,000/-
Total Cost					781,000/-

BREAKDOWN OF REIMBURSABLE EXPENSES

N ^o	Description	Unit	Unit Cost ³	Quantity	PKR
1	Field Expenses of Invigilator for Pilot Testing	Invigilation	2700	50	135,000/-
2	Field Expenses(fuel) of TCs for survey	Invigilation	1400	(30 TCs 15 Days)	630,000/-
3	Printing booklets, Stationary and Photostat etc		Lump Sum		500,000/-
Sub Total					1,265,000/-

**Activity 04: Field Survey for verification in six Regions of Sindh for
1500 New Test Centers**

BREAKDOWN OF REMUNERATION

Name	Position	(Staff-month) Rate	Input Rate	Input Days	PKR
------	----------	--------------------	---------------	------------	-----




Local Staff
 To be nominated (121 TCs) Taluka Coordinators [Field] 2300 8 Days 2,226,400/-
 Total Cost 2,226,400/-

BREAKDOWN OF REIMBURSABLE EXPENSES

Nº	Description	Unit	Unit Cost	Quantity	PKR
1	Field Expenses	TCs	1400	8*121	1,355,200/-
Sub Total					1,355,200/-

Activity 05: Verification workshops for 4659 Test Centers of SAT V with SPEs & ADOEs for Preparation of Actual test field plans

BREAKDOWN OF COSTS BY ACTIVITY

Group of Activities (Phase): Activity 05	Amount in PKR
Remuneration	605,000/-
Reimbursable Expenses	3,862,000/-
Subtotals	4,467,000/-

BREAKDOWN OF REMUNERATION

Name	Position	(Staff-month)	Rate	Input Rate	Input Days	PKR
To be nominated (121 TCs)	Taluka Coordinators	[Field]	2500		2	
Total Cost						605,000/-

BREAKDOWN OF REIMBURSABLE EXPENSES

Group of Activities (Phase): Verification workshops for 4659 Test Centers of SAT V with SPEs & ADOEs for Preparation of Actual test field plans					
Nº	Description	Unit	Unit Cost	Quantity	PKR
1	Vehicles Cost in 121 Talukas	2 Days	6,000/-	121	726,000/-
2	Accommodation	2 Days	6,000/-	121	726,000/-
3	Hall Booking for Workshops	2 Days	10,000/-	121	1,210,000/-
4	Lunch and Refreshment(SPEs & ADOEs M/F)	2 Days	800/-	1500	1,200,000/-
Total Cost					3,862,000/-

[Handwritten signatures]

Activity 06: Administration of SAT V Test
BREAKDOWN OF COSTS BY ACTIVITY

Group of Activities (Phase): Activity 06	Amount in PKR
Remuneration	37,160,000/-
Reimbursable Expenses	43,150,000/-
Subtotals	80,310,000/-

BREAKDOWN OF REMUNERATION

Name	Position	(Staff-month) Rate	Input Rate	No. of Invigilation	Amount in PKR
To be nominated (10000 invigilation for 350000 Primary & Secondary Enrollment)	Invigilators	[Home] [Field]	2700	10000	27,000,000
To be nominated	Test Admin & Monitoring Staff	50,000/-		58 (2 in each of 29 Dist)	2,900,000/-
To be nominated (121)	Taluka coordinators	60,000			7,260,000/-
Total Cost					37,160,000

BREAKDOWN OF REIMBURSABLE EXPENSES

No	Description	Unit	Unit Cost	Quantity	PKR
2	Field Expenses(Project Officers) Internet Download Manager	35 days	Lump Sum	15 RPOs	2,000,000/-
	Printing of test Booklets (Three Mediums)	No. of Students	75	350000	26,250,000/-
	Dispatch of test Booklets (based on previous cost)	No. of Students	30	350000	10,500,000/-
	Invigilators Training Expenses	1 day	2000	2200	4,400,000/-
Total Cost					43,150,000/-

Handwritten signatures

Activity 07: Paper Checking & E-Marking of SAT V Test

BREAKDOWN OF COSTS BY ACTIVITY

Group of Activities (Phase): Activity 07	Amount in PKR
Remuneration	/-
Reimbursable Expenses	22,750,000/-
Subtotals	22,750,000/-

BREAKDOWN OF REIMBURSABLE EXPENSES

Nº	Description	Unit	Unit Cost	Quantity	Amount in PKR
1	Paper Checking/ E-Marking (Govt+ SEF Schools) (Sukkur IBA will charge minimum 350000 students in E-marking activity to RSU even if the appearance is less than 350,000. In case of student appearance is more than 350,000 then Sukkur IBA will charge on actual quantity)	Booklets	65	350000	22,750,000/-
Total Cost					22,750,000/-

Handwritten signatures

Activity 08: Project Payroll cost /Miscellaneous Cost

BREAKDOWN OF COSTS BY ACTIVITY

Group of Activities (Phase): Activity 08	Amount in PKR
Remuneration	29,640,000/-
Reimbursable Expenses	2,421,000/-
Subtotals	35,385,000/-

BREAKDOWN OF REMUNERATION

Name	Position	(Staff-month) Rate ⁴	Input Months Home Input Months Field	Amount in PKR
Mr. Nisar Ahmed Siddiqui	CEO	200,000/- Home	12	2,400,000/-
Mr. Dr. Fida Hussain Chang	Project Director	180,000/-	11 1	2,160,000/-
Mr. Pervez Ahmed Memon	Team Lead Admin	160,000/-	10 2	1,920,000/-
Dr. Irfan Ahmed Rind	Team Lead assessment & Analysis	160,000/-	12	1,920,000/-
Dr. Abdul Rehman Soomrani	Team Lead I.T & Software	160,000/-	12	1,920,000/-
Mr. Zahid Ali Jatoi	Project Manager- Field Admin	150,000/-	8 4	1,800,000/-
Ms Unaeza Alvi	Project Manager -Test Development & Analysis	150,000/-	12	1,800,000/-
Mr. Irshad Nazir	Project Manager- Database Administration	150,000/-	12	1,800,000/-
Dr. Rida e Zainab	Test Development Expert (Math)	80,000/-	12	960,000/-
Dr. Hassan Shah	Test development expert(English)	80,000/-	12	960,000/-
Dr. Riffat Abbas	Test development expert (Urdu)	80,000/-	12	960,000/-
Dr. Shahid Hussain Mughal	Test development expert(sindhi)	80,000/-	12	960,000/-
Abdul Qadir Rahimoon	Test development expert(Science)	80,000/-	12	960,000/-
Mr. Salman Hyder Memon	Senior Software Engineer	65,000/-	12	780,000/-
Ms. Rakhi	Software Engineer	60,000/-	12	720,000/-
	Project Officer	65,000/-	7	780,000/-

Handwritten signatures: HZ. JMC

Mr. Tabish Mazhar Qureshi			5	
Mr. Shahid Hussain Shah	Project Officer-Accounts	65,000/-	12	780,000/-
Mr. Abdul Rasheed Ansari	Project Officer	65,000/-	5	780,000/-
			7	
			5	
Mr. Khuda Dino Channa	Project Officer	65,000/-	7	780,000/-
			5	
Mr. M. Nawaz Jiskani	Project Officer	65,000/-	7	780,000/-
			5	
Mr. Rematullah Arain	Project Officer	65,000/-	7	780,000/-
			5	
Mr. Irfan Shaikh	Project Officer	65,000/-	7	780,000/-
			5	
Mr. Agha Farooq	Project Officer	65,000/-	7	780,000/-
			5	
Mr. Kishore Kumar	Project Officer	65,000/-	7	780,000/-
			5	
Mr. Farhan Mehboob	Project Officer	65,000/-	7	780,000/-
			5	
Mr. Ghulam Mujtaba Shah	Project Officer	65,000/-	7	780,000/-
			5	
Mr. Farrukh Hussain	Graphic Designer	52,000/-	7	624,000/-
			5	
Mr. Feroze Ahmed Mahar	Manager Finance	60,000/-	12	720,000/-
Mr. Hari Lal	Manager Procurement	60,000/-	12	720,000/-
Mr. Raheel Ahmed	Office Assistant	25,000/-	12	300,000/-
Total				32,964,000/-

BREAKDOWN OF REIMBURSABLE EXPENSES

No	Description	Quantity	Amount in PKR
1	Communication Expenses	Lump Sum	900,000/-
2	Travelling Expenses (Meeting with clients & DOEs etc)	Lump Sum	946,000/-
	Office Stationery (Report printing, copy, paper, pen etc.)	Lump Sum	575,000/-
Sub Total			2,421,000/-

Handwritten signatures: HZ and JAL

Activity 09: Data Analysis and Report Writing

BREAKDOWN OF COSTS BY ACTIVITY

Group of Activities (Phase): Activity 09	Amount in PKR
Remuneration	1,880,000/-
Reimbursable Expenses	500,000/-
Subtotals	2,380,000/-

BREAKDOWN OF REMUNERATION

Name	Position	(Staff-month) Rate	Input Months	Amount in PKR
To be Nominated	Data Analyst	140,000/-[Home]	2	280,000/-
To be Nominated	Data Entry Operators (20)	40,000/-Home	2	1,600,000/-
Total Cost				1,880,000/-

BREAKDOWN OF REIMBURSABLE EXPENSES

N°	Description	Unit	Unit Cost	Quantity	Amount in PKR
1	Printing of Final Report	Final Report Copy	5000	100	500,000/-
Total Cost					500,000/-

Handwritten signatures

Activity 10: Student Report Cards Printing, Dispatching

BREAKDOWN OF COSTS BY ACTIVITY

Group of Activities (Phase): Activity 10	Amount in PKR
Remuneration	/-
Reimbursable Expenses	4,550,000/-
Subtotals	4,550,000/-

BREAKDOWN OF REIMBURSABLE EXPENSES

N°	Description	Unit	Unit Cost	Quantity	Amount in PKR
1	Students Report Card(Printing)	Printing	10	350000	3,500,000/-
2	Students Report Cards (Dispatching), (Based on SAT III previous Cost.)	Dispatch	3	350000	1,050,000/-
Total Cost					4,550,000/-

Handwritten signatures: H. J. M.

Activity 11: Regional Workshops to Disseminate SAT V Results

BREAKDOWN OF COSTS BY ACTIVITY

Group of Activities (Phase): Activity 11	Amount in PKR
Remuneration	300,000/
Reimbursable Expenses	2,100,000/-
Subtotals	2,400,000/-

BREAKDOWN OF REMUNERATION

Name	Position	(Staff-month) Rate	Input Months	Amount in PKR
To be Nominated	Resource Persons/ trainers (02)	50,000 per workshop	06 workshops	300,000
Total Cost				300,000

BREAKDOWN OF REIMBURSABLE EXPENSES

Nº	Description	Unit	Unit Cost	Quantity	Amount in PKR
1	Regional Workshops in 06 regions (Hall Charges, Food, Travelling and accommodation of team)	Regional Workshops	350,000/	6	2,100,000/-
Total Cost					2,100,000/-

Handwritten signatures: *HA* and *JAC*

1. Activity 12: Provision of Stationery for Students

BREAKDOWN OF COSTS BY ACTIVITY

Group of Activities (Phase): Activity 12	Amount in PKR
Remuneration	/-
Reimbursable Expenses	5,250,000/-
Subtotals	5,250,000/-

BREAKDOWN OF REIMBURSABLE EXPENSES

Group of Activities (Phase): Provision of Stationery for Students					
Nº	Description	Unit	Unit Cost	Quantity	Amount in PKR
1	Stationery (Sukkur IBA will purchase minimum 350,000 Stationery on the basis of verified enrollment shared by RSU. In case the actual appearance of student in SAT V test is less than the verified enrollment shared by RSU, Sukkur IBA will not return the remaining purchased stationery pouches to RSU.	Students	15	350000	5,250,000/-
Total Cost					5,250,000/-

Handwritten signatures: Hm and JMC

Activity 13: Dispatch of unused Test Booklets to ADOEs & Secondary Schools of Sindh

BREAKDOWN OF COSTS BY ACTIVITY

Group of Activities (Phase): Activity 13	Amount in PKR
Remuneration	700,000/-
Reimbursable Expenses	800,000/-
Subtotals	1,500,000/-

BREAKDOWN OF REMUNERATION

Name	Position	(Staff-month) Rate	Input Months	Amount in PKR
To be Nominated	Sorters (20)	35,000	01	700,000
Total Cost				700,000

BREAKDOWN OF REIMBURSABLE EXPENSES

N°	Description	Unit	Unit Cost	Quantity	Amount in PKR
	Dispatching Expense	Lump Sum			800,000/-
Total Cost					1,500,000/-

Handwritten signatures: J.A. and J.M.A.

Activity 14: Data Collection

BREAKDOWN OF COSTS BY ACTIVITY

Group of Activities (Phase): Activity 14	Amount in PKR
Remuneration	1,530,000/-
Reimbursable Expenses	/-
Subtotals	1,530,000/-

BREAKDOWN OF REMUNERATION

Name	Position	(Staff-month) Rate	Input Months	Amount in PKR
Local Staff To be Nominated	Surveyors	Rs. 3400 per survey Lump sum estimated	450	1,530,000
			Total Cost	1,530,000

[Handwritten signatures]