

# SINDH PUBLIC PROCUREMENT REGULATORY AUTHORITY

## CONTRACT EVALUATION FORM

### TO BE FILLED IN BY ALL PROCURING AGENCIES FOR PUBLIC CONTRACTS OF WORKS, SERVICES & GOODS

- Sindh Education Foundation Govt. Of Sindh
- 1) NAME OF THE ORGANIZATION / DEPTT. \_\_\_\_\_
- 2) PROVINCIAL / LOCAL GOVT./ OTHER \_\_\_\_\_ Government of Sindh
- 3) TITLE OF CONTRACT \_\_\_\_\_ RFP Hiring of Firm for the Training of Teachers (SAS)
- 4) TENDER NUMBER \_\_\_\_\_ SEF/NP/16-17/20
- 5) BRIEF DESCRIPTION OF CONTRACT \_\_\_\_\_ Hiring of Firm for Training of Teachers (SEF Assisted School)
- 6) FORUM THAT APPROVED THE SCHEME \_\_\_\_\_ Senior Management
- 7) TENDER ESTIMATED VALUE \_\_\_\_\_ PKR. 171,000,000/-
- 8) ENGINEER'S ESTIMATE \_\_\_\_\_ N/A  
(For civil works only)
- 9) ESTIMATED COMPLETION PERIOD (AS PER CONTRACT) \_\_\_\_\_ 31st March, 2018
- 10) TENDER OPENED ON (DATE & TIME) \_\_\_\_\_ 17th January, 2017 at time 03.30 pm
- 11) NUMBER OF TENDER DOCUMENTS SOLD \_\_\_\_\_ 03  
(Attach list of buyers)
- 12) NUMBER OF BIDS RECEIVED \_\_\_\_\_ 06
- 13) NUMBER OF BIDDERS PRESENT AT THE TIME OF OPENING OF BIDS \_\_\_\_\_ 03
- 14) BID EVALUATION REPORT \_\_\_\_\_ (Enclosed a copy)  
(Enclose a copy)
- 15) NAME AND ADDRESS OF THE SUCCESSFUL BIDDER \_\_\_\_\_ M/s. IBA Sukkkur, Airport Road, Sukkur.
- 16) CONTRACT AWARD PRICE \_\_\_\_\_ PKR. 90,735,610/=
- 17) RANKING OF SUCCESSFUL BIDDER IN EVALUATION REPORT \_\_\_\_\_ 1st Lowest  
(i.e. 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> EVALUATION BID).

18) METHOD OF PROCUREMENT USED : - (Tick one)

- a) SINGLE STAGE – ONE ENVELOPE PROCEDURE \_\_\_\_\_  Domestic/ Local
- b) SINGLE STAGE – TWO ENVELOPE PROCEDURE \_\_\_\_\_ Local
- 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 ETC. WITH BRIEF REASONS:

Managing Director

19) APPROVING AUTHORITY FOR AWARD OF CONTRACT \_\_\_\_\_

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

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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21) ADVERTISEMENT :

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

Yes	SPPRA SN# 31026 (30-12-2016)
No	

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

Yes	Daily Dawn English, Daily Kawish Sindhi & Daily Jang Urdu on 23/12/16.
No	

22) NATURE OF CONTRACT

Domestic/ Local	<input checked="" type="checkbox"/>	Int.	<input type="checkbox"/>
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23) WHETHER QUALIFICATION CRITERIA  
WAS INCLUDED IN BIDDING / TENDER DOCUMENTS?  
(If yes, enclose a copy)

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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24) WHETHER BID EVALUATION CRITERIA  
WAS INCLUDED IN BIDDING / TENDER DOCUMENTS?  
(If yes, enclose a copy)

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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25) WHETHER APPROVAL OF COMPETENT AUTHORITY WAS OBTAINED FOR USING A  
METHOD OTHER THAN OPEN COMPETITIVE BIDDING?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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26) WAS BID SECURITY OBTAINED FROM ALL THE BIDDERS?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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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"/>
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28) WHETHER THE SUCCESSFUL BIDDER WAS TECHNICALLY  
COMPLIANT?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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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"/>
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30) WHETHER EVALUATION REPORT GIVEN TO BIDDERS BEFORE THE AWARD OF  
CONTRACT?

(Attach copy of the bid evaluation report)

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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31) ANY COMPLAINTS RECEIVED  
(If yes, result thereof)

Yes	
No	No

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

Yes	
No	No

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

Yes	
No	No

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

Yes	
No	No

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

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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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	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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37) WERE PROPER SAFEGUARDS PROVIDED ON MOBILIZATION ADVANCE PAYMENT IN  
THE CONTRACT (BANK GUARANTEE ETC.)?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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38) SPECIAL CONDITIONS, IF ANY  
(If yes, give Brief Description)

Yes	
No	No

Signature & Official Stamp of  
Authorized Officer

  
Procurement Department  
Sindh Education Foundation  
Govt. Of Sindh

**FOR OFFICE USE ONLY**

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

Print

Save


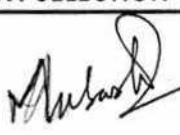


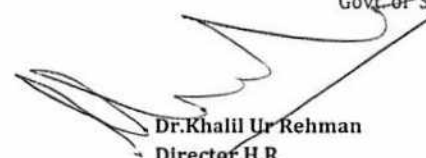
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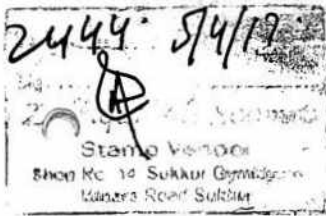
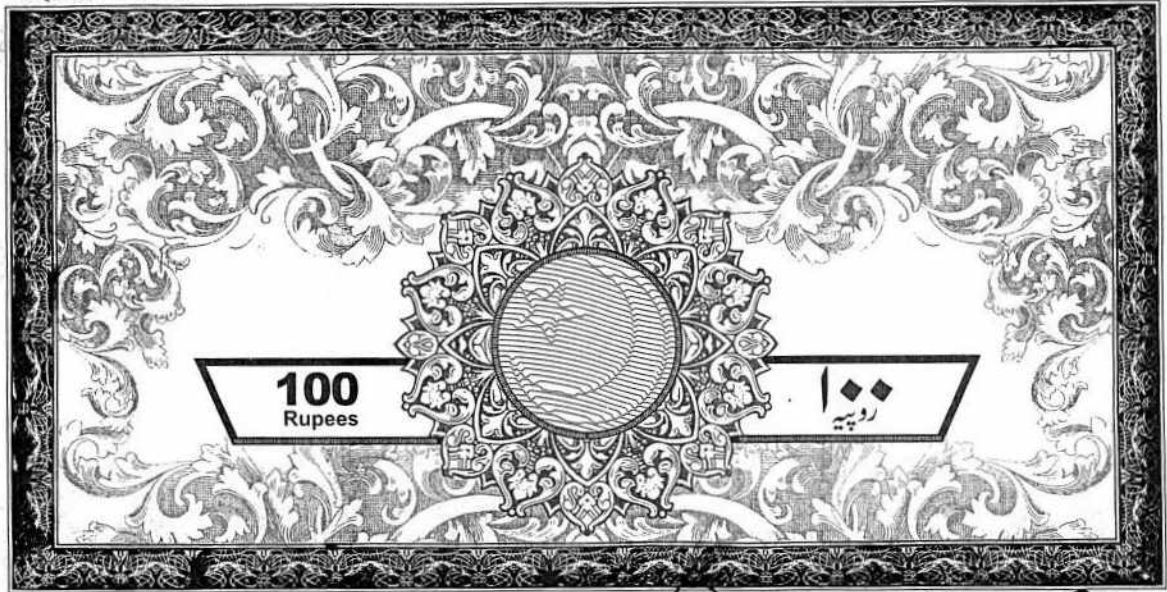
## Bid Evaluation Report

1. Name of Procuring Agency: <b>Sindh Education Foundation (Govt. of Sindh)</b>
2. Tender Reference No: <b>SEF/NP/16-17/20.</b>
3. Tender Description/Name of work/item: <b>Hiring of Firm for Training of Teachers SEF Assisted School (SAS) .</b>
4. Method of Procurement: <b>QCBS Method</b>
5. Tender Published: <b>SPPRA S.N # 31026 (30-12-2016)</b>
<b>Jang Urdu 23/12/2016, Dawn English 23/12/2016, Kawish 23/12/2016</b>
6. Total RFP documents Issued: <b>03 received from Procurement Dept. and 03 bid received from Website.</b>
7. Technical Bid Opening date: (if applicable) <b>17th January , 2017</b>
8. Total Bids Received: <b>06 Bids Received.</b>
9. No. of Bid technically qualified (if applicable): <b>02</b>
10. Financial Bid Opening Date: <b>21st February, 2017</b>

S No	Name of Firm or Bidder	Total Bid, Cost offered by the Bidder	Ranking in terms of consolidated (Technical & Financial) evaluation	Comparison with Estimated cost	Reasons for acceptance/rejection through QCBS selection method and rating calculated by formula ( $s = stxt\% + sf \times P\%$ )	Remarks
0	1	2	3	4	5	6
1	M/s. IBA Sukkur	90,735,610	1st	171 Million	Accepted because the firm attains the highest combined technical & financial score.	Recommended to award the contract.
2	M/s BPS Pvt Ltd	73,732,350	2nd		Rejected because the firm attains the second highest combined technical & financial score.	Not Recommended to award the contract.

### CONSULTANT SELECTION COMMITTEE

 <b>Mr. Nawab Zafar All</b> Deputy Director (M&E) Secretary of Consultant Selection Committee Sindh Education Foundation Govt. of Sindh	 <b>Mr. Mubashir Mirza</b> Assistant Director (AASP) Member of Consultant Selection Committee Sindh Education Foundation Govt. of Sindh	 <b>Mr. Taufique Ahmed Shaikh</b> Assistant Chief Planning & Development Dept. Govt. of Sindh Member of Consultant Selection Committee Sindh Education Foundation Govt. of Sindh
 <b>Mr. A.K. Rind</b> Deputy Secretary. (B & E - IV) Finance Department Member of Consultant Selection Committee Sindh Education Foundation Govt. of Sindh	 <b>Dr. Khalil Ur Rehman</b> Director H.R Chairman Consultant Selection Committee Sindh Education Foundation Govt. of Sindh,	



*I.B.A. Inm 90. Ameer Ghum.*

### CONTRACT

THIS CONTRACT (Hiring of Firm for The Training of Teachers in SEF Assisted Schools - SAS) is entered into this April 01, 2017, by and between Sindh Education Foundation, Government of Sindh has its principal place of business at Plot No. 21-A, Block No. 7/8, OCHS, Ameer Khusro Road, Karachi, and M/S. Sukkur Institute of Business Administration (Sukkur IBA) having its principal office located at Sukkur IBA, Airport Road, Sukkur.

WHEREAS, the Procuring Agency wishes to have the Consultant performing the services hereinafter referred to, and

WHEREAS, the Consultant is willing to perform these services,

NOW THEREFORE THE PARTIES hereby agree as follows:

1. **Services**
  - (i) The Consultant shall perform the services specified in Annex A, "Terms of Reference and Scope of Services," which is made an integral part of this Contract (Hiring of Firm for The Training of Teachers in SEF Assisted Schools - SAS)
  - (ii) The Consultant shall provide the reports listed in Annex B, "Consultant's Reporting Obligations," within the time periods listed in such Annex, and the personnel listed in Annex C, "Cost Estimate of Services, List of Personnel and Schedule of Rates" to perform the Services.
  
2. **Term**

The Consultant shall perform the Services during the period commencing April 01, 2017, and continuing through March, 2018 or any other period as may be subsequently agreed by the parties in writing.
  
3. **Payment**
  - A. Ceiling

For Services rendered pursuant to Annex A, the PA shall pay the Consultant an amount not to exceed **Rs.90,735,610/- (Amount in word: Ninety Million Seven Hundred Thirty Five Thousand & Six Hundred & Ten Rupees Only)**. This amount has been established based on the understanding that it includes all of the Consultant's costs and profits as well as any tax obligation that may be imposed on the Consultant.
  
  - C. Payment Conditions

Payment shall be made in **Pakistani Rupee**, no later than 30 days following submission by the Consultant of invoices in duplicate to the Coordinator designated in paragraph 4.

**4. Economic Price Adjustment**

In order to adjust the remuneration for inflation, a price adjustment provision has been included if the contract has duration of more than 18 months or if the inflation is expected to exceed ---% per annum. The adjustment will be made every 12 months after the date of the contract for remuneration. Remuneration will be adjusted by using the relevant index as per following provision: "Payments for remuneration made in accordance with Clause 3 shall be adjusted as follows:

Remuneration pursuant to the rates set forth in Annex C shall be adjusted every 12 months (and, for the first time, with effect for the remuneration earned in the [13] th calendar month after the date of the Contract) by applying the following formula:

$$R_t = R_0 \frac{I_t}{I_0}$$

where  $R_t$  is the adjusted remuneration,  $R_0$  is the remuneration payable on the basis of the rates set forth in Annex C for payable remuneration,  $I_t$  is the official rate of inflation for the first month for which the adjustment is to have effect and,  $I_0$  is the official rate of inflation for the month of the date of the Contract."]

(NOT APPLICABLE)

**5. Project Administration**

**A. Coordinator**

The PA designates **Mr. Ali Usman Acting Deputy Director LSU** as PA's Coordinator; the Coordinator shall be responsible for the coordination of activities under the Contract, for receiving and approving invoices for payment, and for acceptance of the deliverables by the PA.

**B. Timesheets**

During the course of their work under this Contract the Consultant's employees providing services under this Contract may be required to complete timesheets or any other document used to identify time spent, as instructed by the Coordinator.

**C. Records and Accounts**

The Consultant shall keep accurate and systematic records and accounts in respect of the Services, which will clearly identify all charges and expenses. The PA reserves the right to audit, or to nominate a reputable accounting firm to audit, the Consultant's records relating to amounts claimed under this Contract during its term and any extension, and for a period of three months thereafter.

**6. Performance Standard**

The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the PA considers unsatisfactory.

**7. Confidentiality**

The Consultants shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the PA's business or operations without the prior written consent of the PA.

**8. Ownership of Material**

Any studies, reports or other material, graphic, software or otherwise, prepared by the Consultant for the PA under the Contract shall belong to and remain the property of the PA. The Consultant may retain a copy of such documents and Software.

**9. Consultant Not to be Engaged in Certain Activities**

The Consultant agrees that, during the term of this Contract and after its termination, the Consultants and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than the Services or any continuation thereof) for any project resulting from or closely related to the Services.

**10. Insurance**

The Consultant will be responsible for taking out any appropriate insurance coverage for their personnel and equipment's.

**11. Assignment**

The Consultant shall not assign this Contract or Subcontract any portion thereof it without the PA's prior written consent.

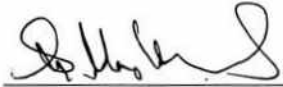
**12. Law  
Governing  
Contract and  
Language**

The Contract shall be governed by the laws of Islamic Republic of Pakistan or the Provincial Government and the language of the Contract shall be English.

**13. Dispute  
Resolution**

Any dispute arising out of this Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with the Arbitration Act of 1940

FOR THE PA



Signed by Ms. Shahpara Rizvi,  
Acting Director, Technical,  
Sindh Education Foundation, GoS

FOR THE CONSULTANT



Prof. Nisar Ahmed Siddiqui,  
Director

M/S. Sukkur Institute of Business Administration

## LIST OF ANNEXES

Annex A: Terms of Reference and Scope of Services

Annex B: Consultant's Reporting Obligations

Annex C: Cost Estimate of Services, Time & Payment Schedule

*Ham*



## Annex-A

### Terms of Reference

#### **Background**

The Sindh Education Foundation- Government of Sindh is in the process of strengthening the SEF supported schools under its PPRS & SAS (SEF Assisted Schools) programs in Sindh. Also it is simultaneously expanding its portfolio for reaching out to the Out of School Children in the province. These schools are in all the districts of Sindh.

SEF currently supports Low Cost private sector schools across Sindh through a per child subsidy model with the overall objective to reach out to children who do not have access to education. It works with different types of partners including individuals and small organizations. A large majority of its partners i.e School Operators require capacity building to operate schools and also being a low cost model, there are other challenges involved. SEF however continues to strive for improving the quality of education by supporting the schools through a continuous process of teacher training, student assessment and school support visits.

The Foundation plans to strengthen its technical services especially the teacher training significantly with a view to support the quality enhancement measures in the SEF supported schools across Sindh through its Learning Support Unit (LSU), dedicatedly working for teachers' professional development. Towards this objective it plans to undertake the training of its Teachers with a view to develop a critical mass of trainers who can undertake highly effective technical and professional teacher trainings of the SEF partner schools across Sindh.

This component is planned to be undertaken through the services of an experienced Trainers/ consultancy firm/ organization having the experience and technical capability to undertake such assignment with the objective to improve the overall Professional and Technical Development of the SEF Teachers through a dedicated team of professionals with two to three weeks (each cycle) of consecutive training.

#### **Institutional capacity**

In order to fulfill the requirement of training of teachers working in the SEF Assisted Schools (SAS), following requirements have to be met;

- The Firm/ Organization should have relevant work experience in the subject(s) on which the training will be delivered to teachers using Sindh Text Book Syllabus
- One **Project Coordinator/Manager** to organize training and act as a focal person
- Trainers/Subject Specialists should be well equipped with profound content knowledge

the trainees and must demonstrate ability to suggest localized/contextualized teaching solutions using modern pedagogies

- In case of subject /content specific training; the Trainers should have a graduate/post-graduate degree in the related field (preferably subject) from a HEC recognized university/institute
- In case of general trainings; the Master trainer must have a relevant certification from a recognized institution/university.
- Must have minimum 5-7 years of experience in the training of the relevant subjects at the school/organizational level

#### Training Theme & Structure

- Content based training should be delivered as per the following guidelines;
  - Use of multiple resources during the training execution which are low cost and also easily accessible including the IT based resources
  - The content of the training should highlight teaching practices relevant to the teaching context of the teachers working particularly in rural areas of the province or could easily be translated into rural context
  - Teaching manual other training material should be authentic, updated and user friendly. Any downloaded information should be provided with references & citation.

#### Deliverables/ToRs

The following are the ToRs of the training firm/consortium/organization;

1. To conduct Training Need Analysis (TNA) on 10% sample covering all Grades/ levels to gauge the existing knowledge level of teachers and what the required level is.
2. To conduct pre and post training assessment of teachers for their placements accordingly. The result of the pre-training assessment should be communicated to SEF one week before starting the training.
3. To develop subject wise modules with comprehensive trilingual<sup>1</sup> manuals for the teachers mainly working in the rural areas of the province and using **textbooks developed by Sindh Textbooks Board (STBB)** for the enhancement of content knowledge, practicing appropriate/relevant teaching pedagogies commensurate with age/grade wise development of children and monitor children's progress



- a. To deliver training at the mutually agreed venues based on the following major components:
- i. 15 days training cycle for each subject (English, Mathematics, Science and Social Studies) from grade 3-5
  - ii. 15 days training cycle for each subject (English, Mathematics, Science and Social Studies) from grade 6-8
  - iii. 20 days training cycle for each subject (English, Mathematics, Biology, Chemistry and Physics) for grade 9 and 10
- b. Contextualized/relevant/developmentally appropriate pedagogies, tracking of student progress (formative and summative assessment) and classroom management. Brief orientation of teachers in ICT to help them to operate IT technology comfortably for teaching purposes
- c. To prepare detailed report on training highlighting the results of pre and post assessment
4. Training agencies will be responsible to arrange/provide the following:
- a. Training venues
  - b. Multimedia, laptop, white boards and training stationary (for trainers and trainees)
  - c. Food and refreshment (for trainers and trainees)
  - d. Any other teacher aid required

Grades	Subjects	Schools	Teachers per school	Teachers
3-5	English, Mathematics, Science, Social Studies	700	4	2,800
6-8	English, Mathematics, Science, Social Studies	172	5	860
9-10	Science Subjects and English	25	6	150
Total				3,810

5. It is expected that approximately 3,800 teachers would be attending training in the following 17 clusters depending upon the size of group:

Karachi	Mirpurkhas	Khairpur	Mithi	Umerkot
Hyderabad	Sukkur	Thatta	Sehwan	Jamshoro
Dadu	Larkana	Badin	Shaheed Benazirabad	Sanghar

*Signature*

ANNEX- B

Consultant's Reporting Obligations

The consultant should directly report to the Client's Coordinator **Mr. Ali Usman** (Acting Deputy Director LSU Unit).

The consultant should submit monthly report to **Mr. Ali Usman** (Acting Deputy Director LSU Unit) Comprising work performance against objectives, supervision/progress report of the Architect developer etc.

*Ali Usman*

ANNEX -C

Cost Estimate, Schedule of Payment

(1) Remuneration

Pak Rupees 90, 735,610/- /-(Amount in word: Ninety Million Seven Hundred Thirty Five Thousand & Six Hundred & Ten Rupees Only) Total bid Value

TOTAL COST: Pak Rupees 90, 735,610/- /-(Amount in word: Ninety Million Seven Hundred Thirty Five Thousand & Six Hundred & Ten Rupees Only) (Inclusive of all Government Taxes)

Payments shall be made according to the following schedule:

1. 1<sup>st</sup> Installment of 20% Upon Submission of Training Need Analysis Report (TNA)
2. 2<sup>nd</sup> Installment of 25% Upon Submission of 1<sup>st</sup> Interim Report
3. 3<sup>rd</sup> Installment of 25% Upon Submission of 2<sup>nd</sup> Interim Report
4. 4<sup>th</sup> Installment of 30% Upon Submission of Final Report



**Sindh  
Education  
Foundation**



Government of Sindh

No. SEF/1056/C/17

(PROCUREMENT DEPARTMENT)

Dated: 12-4-2017

**SAY NO TO CORRUPTION**

To,  
**Dr. Altaf Hussain Samo,**  
Director, EDC,  
M/s. IBA Sukkur,  
Airport Road, Sukkur-65200,  
Sindh, Pakistan.  
Contact: 071-5633490-93, UAN: 071 (111-785-422)

**SUBJECT: Letter of Award the Contract for RFP Hiring of Firm for the Training of Teachers SEF Assisted School (SAS) RFP #: SEF/NP/16-17/20.**

With reference to above subject, we are pleased to inform you that your submitted bid has been found first lowest and accepted at following detail and price.

**Description:** Hiring of Firm for Training of Teachers SAS (SEF Assisted School)

**Bid Price:** PKR. 90,735,610/- (including of all taxes)

2. Therefore, we would like to share our draft of contract for your review, kindly return us within a week along with your confirmation of acceptance letter and further get immediate visit to our Head Office for any prior preparation work.
3. After signing of contract, please contact to our Procurement Department and arrange 5% performance security too within given time.

Acting Deputy Director

(Procurement)

Enclosure: As stated above

A copy is forwarded for information to:

Director (General Administration & Co-ordination), SEF.  
P.S to MD, SEF.  
Master File.

PLOT NO.21, BLOCK-7/8, OVERSEASE HOUSING, AMEER KHUSRO ROAD KARACHI, PAKISTAN.

Phone: (92-21) 34169141-5, FAX #: (92-21) 34169181

Bill of Quantities



Sukkur IBA Executive Development Center (EDC)



No: SUK-IBA/EDC/109/17

Date \_\_\_\_\_

Sukkur, January 14, 2017

Mr. Shahnawaz Khan  
Procurement Officer  
Sindh Education Foundation

Dear Sir:

We, the undersigned, offer to provide the consulting services for "Training of Teachers in SEF Assisted Schools" in accordance with your Request for Proposal dated December 24, 2016 and our Technical Proposal. Our attached Financial Proposal is for the sum of **PKR 90,735,610/-**

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Paragraph Reference 1.12 of the Data Sheet.

Commissions and gratuities paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract, are listed below:

Name and Address of Agents	Amount and Currency	Purpose of Commission or Gratuity
Sindh Education Foundation	PKR: 3,175,746	3% bid security along with Proposal

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

*Dr. Altaf Hussain Same*  
**Dr. Altaf Hussain Same**  
 Director  
 Executive Development Center  
 Sukkur Institute of Business Administration  
 Airport Road Sukkur  
 E-mail: [altaf@iba-suk.edu.pk](mailto:altaf@iba-suk.edu.pk)  
 Contact: 0333-3613881

**Director**  
 Executive Development Center  
 Sukkur IBA

*M. W. I.*  
 21/2/17

*J. I.*  
 21/2/17

*M. W. I.*  
 21/2/17

# Schedule of Requirement

## Training Theme & Structure

- Content based training should be delivered as per the following guidelines;
  - Use of multiple resources during the training execution which are low cost and also easily accessible including the IT based resources
  - The content of the training should highlight teaching practices relevant to the teaching context of the teachers working particularly in rural areas of the province or could easily be translated into rural context
  - Teaching manual other training material should be authentic, updated and user friendly. Any downloaded information should be provided with references & citation.

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1. To conduct Training Need Analysis (TNA) on 10% sample covering all Grades/ levels to gauge the existing knowledge level of teachers and what the required level is.
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3. To develop subject wise modules with comprehensive trilingual<sup>1</sup> manuals for the teachers mainly working in the rural areas of the province and using **textbooks developed by Sindh Textbooks Board (STBB)** for the enhancement of content knowledge, practicing appropriate/relevant teaching pedagogies commensurate with age/grade wise development of children and monitor children's progress

<sup>1</sup> One manual will be developed for each set of training of different levels which may be translated and the number of teachers for different training centers will be discussed and finalized subsequent to the contract.



a. To deliver training at the mutually agreed venues based on the following major components:

- i. 15 days training cycle for each subject (English, Mathematics, Science and Social Studies) from grade 3-5
- ii. 15 days training cycle for each subject (English, Mathematics, Science and Social Studies) from grade 6-8
- iii. 20 days training cycle for each subject (English, Mathematics, Biology, Chemistry and Physics) for grade 9 and 10

b. Contextualized/relevant/developmentally appropriate pedagogies, tracking of student progress (formative and summative assessment) and classroom management. Brief orientation of teachers in ICT to help them to operate IT technology comfortably for teaching purposes

c. To prepare detailed report on training highlighting the results of pre and post assessment

4. Training agencies will be responsible to arrange/provide the following:

- a. Training venues
- b. Multimedia, laptop, white boards and training stationary (for trainers and trainees)
- c. Food and refreshment (for trainers and trainees)
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<b>Total</b>				<b>3,810</b>

General Condition of Contract

5. It is expected that approximately 3,800 teachers would be attending training in the following 17 clusters depending upon the size of group:

<b>Karachi</b>	<b>Mirpurkhas</b>	<b>Khairpur</b>	<b>Mithi</b>	<b>Umerkot</b>
<b>Hyderabad</b>	<b>Sukkur</b>	<b>Thatta</b>	<b>Sehwan</b>	<b>Jamshoro</b>
<b>Dadu</b>	<b>Larkana</b>	<b>Badin</b>	<b>Shaheed Benazirabad</b>	<b>Sanghar</b>