

# 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 Hiring of Firm for Capacity Building/Training of TeachersAALTP \_\_\_\_\_
- 4) TENDER NUMBER SEF/NP/16-17/49 \_\_\_\_\_
- 5) BRIEF DESCRIPTION OF CONTRACT Hiring of Firm for Capacity Building/Training of TeachersAALTP \_\_\_\_\_
- 6) FORUM THAT APPROVED THE SCHEME Senior Management \_\_\_\_\_
- 7) TENDER ESTIMATED VALUE 32.00 Million \_\_\_\_\_
- 8) ENGINEER'S ESTIMATE N/A \_\_\_\_\_  
(For civil works only)
- 9) ESTIMATED COMPLETION PERIOD (AS PER CONTRACT) January 15th, 2019 \_\_\_\_\_
- 10) TENDER OPENED ON (DATE & TIME) July 17th , 2017 at time 3:30 pm \_\_\_\_\_
- 11) NUMBER OF TENDER DOCUMENTS SOLD 01 \_\_\_\_\_  
(Attach list of buyers)
- 12) NUMBER OF BIDS RECEIVED 02 \_\_\_\_\_
- 13) NUMBER OF BIDDERS PRESENT AT THE TIME OF OPENING OF BIDS 01 \_\_\_\_\_
- 14) BID EVALUATION REPORT (Enclose a copy) \_\_\_\_\_  
(Enclose a copy)
- 15) NAME AND ADDRESS OF THE SUCCESSFUL BIDDER M/s.sukkur IBA University. \_\_\_\_\_
- 16) CONTRACT AWARD PRICE ✓ PKR.18,681,000/= \_\_\_\_\_
- 17) RANKING OF SUCCESSFUL BIDDER IN EVALUATION REPORT (i.e. 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> EVALUATION BID). 1st Lowest \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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:

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"/> |
|-----|-------------------------------------|----|--------------------------|

21) ADVERTISEMENT :

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

|     |                         |
|-----|-------------------------|
| Yes | SPPRA S#33852(3-7-2017) |
| No  |                         |

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

|     |   |
|-----|---|
| Yes | Daily Dawn English ,Daily Ibrat Sindhi & Daily Jang urdu on 01/7/2017 |
| No  |   |

22) NATURE OF CONTRACT

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

23) WHETHER QUALIFICATION CRITERIA WAS INCLUDED IN BIDDING / TENDER DOCUMENTS?  
(If yes, enclose a copy)

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

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"/> |
|-----|-------------------------------------|----|--------------------------|

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"/> |
|-----|--------------------------|----|-------------------------------------|

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 type="checkbox"/> | No | <input checked="" 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?

(Attach copy of the bid evaluation report)

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

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"/> |
|-----|-------------------------------------|----|--------------------------|

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"/> |
|-----|--------------------------|----|-------------------------------------|

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

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

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

|     |    |
|-----|----|
| Yes |    |
| No  | No |

Signature & Official Stamp of  
Authorized Officer



**FOR OFFICE USE ONLY** Procurement Department  
Sindh Education Foundation  
Govt. Of Sindh

***SPPRA, Block. No.8, Sindh Secretariat No.4-A, Court Road, Karachi***

***Tele: 021-9205356; 021-9205369 & Fax: 021-9206291***

Print

Save

Reset

## Bid Evaluation Report

1. Name of Procuring Agency: Sindh Education Foundation (Govt. of Sindh)
2. Tender Reference No: SEF/NP/16-17/49.
3. Tender Description/Name of work/Item: HIRING OF FIRM FOR CAPACITY BUILDING/TRAINING OF TEACHERS IN DIFFERENT DISTRICTS ACROSS THE PROVINCE FOR AALTP
4. Method of Procurement: Quality Cost Based Selection Method (QCBS)
5. Tender Published: SPPRA S.N # 33852 (03-07-2017)  
*Jang Urdu 01/07/2017, Dawn English 01/07/2017, Ibrat 01/07/2017*
6. Total RFP documents Issued: 01 issued from Procurement Dept. and 01 issued from Website.
7. Technical Bid Opening date: (if applicable) 17th July, 2017
8. Total Bids Received: 02 Bids Received.
9. No. of Bid technically qualified (if applicable): 01
10. Financial Bid Opening Date: 10th August, 2017

| 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 Quality Cost Based Selection Method      | Remarks                            |
|------|------------------------|---------------------------------------|---|--------------------------------|---|------------------------------------|
| 0    | 1                      | 2                                     | 3   | 4                              | 5   | 6                                  |
| 1    | M/s. Sukkur IBA        | 31,134,890                            | 1st   | 32 Million                     | SPP Rule 48 invoked. Accepted in the light of Summary/Comparative Analysis sheet. | Recommended to award the contract. |
| 2    | M/s. Sukkur IBA        | 90,735,610                            | Last awarded contract (SAS)   | 171 Million                    | For the comparison of SPP Rule 48.  |                                    |

### CONSULTANT SELECTION COMMITTEE

*M. Nawab Zafar Ali*  
 Mr. Nawab Zafar Ali  
 Deputy Director (M&E)  
 Secretary Consultant Selection Committee  
 Sindh Education Foundation  
 Government of Sindh

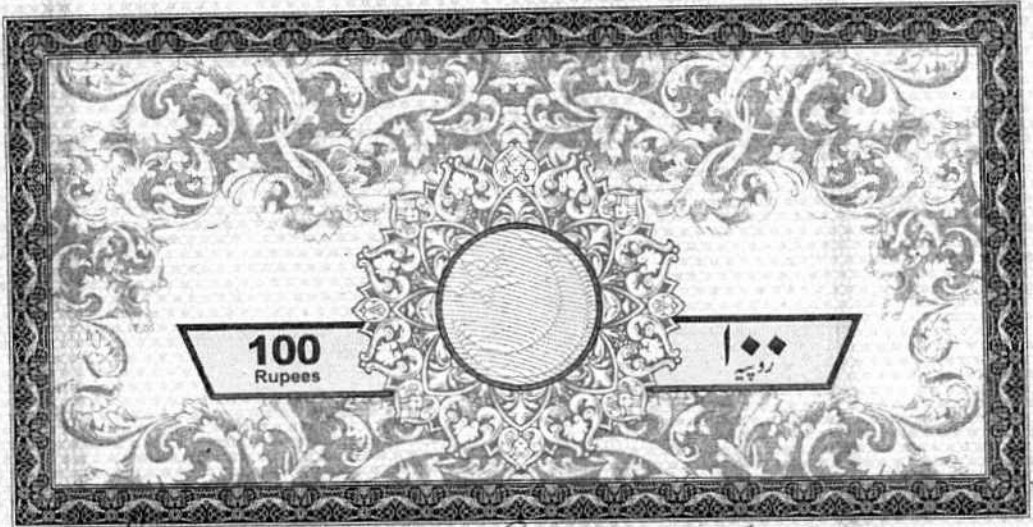
*M. Mubashir Mirza*  
 Mr. Mubashir Mirza  
 Assistant Director (AASP)  
 Member of Consultant Selection Committee  
 Sindh Education Foundation  
 Government of Sindh

*M. Taufique Ahmed Shaikh*  
 Mr. Taufique Ahmed Shaikh  
 Assistant Chief,  
 Planning & Development Dept. Govt. of Sindh  
 Member of Consultant Selection Committee  
 Sindh Education Foundation  
 Government of Sindh

*M. Muhammad Moosa Soc*  
 Mr. Muhammad Moosa Soc  
 Deputy Secretary, (B & E -IV)  
 Finance Department, Govt. of Sindh  
 Member of Consultant Selection Committee  
 Sindh Education Foundation  
 Government of Sindh

*M. Muhammad Abdullah Abbasi*  
 Mr. Muhammad Abdullah Abbasi  
 Director (General Administration & Co-ordination)  
 Chairman Consultant Selection Committee  
 Sindh Education Foundation  
 Government of Sindh

*As per comparative analysis sheet for rule # 48*



IBA Sum 9. 848 Kawan Aisale

### CONTRACT

THIS CONTRACT ("Contract") is entered into this **January 15, 2018** by and between *Sindh Education Foundation, Government of Sindh* ("the PA") having its principal place of business at *Plot No. 21-A, Block No. 7/8, OCHS, Ameer Khusro Road, Karachi*, and *M/s. Sukkur IBA University* ("the Consultant") having its principal office located at *Executive Development Center, Campus-II Building, Sukkur IBA University, Main Bypass Road Sukkur*

WHEREAS, the PA 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 | <p>(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 Capacity Building/Training of Teachers in Different Districts across the province for Adolescent and Adult Learning and Training Program").</p> <p>(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.</p>  |
| 2. Term     | The Consultant shall perform the Services during the period commencing <i>January 15, 2018 and continuing through January 15, 2019</i> or any other period as may be subsequently agreed by the parties in writing.   |
| 3. Payment  | <p>A. <u>Ceiling</u><br/>For Services rendered pursuant to Annex A, the PA shall pay the Consultant an amount not to exceed <i>Rs. 18,681,000/= (Eighteen Million Six Hundred &amp; Eighty One Thousand Rupees Only)</i> as the payment term mentioned in Annex C. 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.</p> <p>C. <u>Payment Conditions</u><br/>Payment shall be made in <i>PAK Rupee</i>, no later than 30 days following submission by the Consultant of invoices in duplicate to the Coordinator designated in paragraph 4.</p> |

|  |  |
|--|--|
| <p><b>4. Economic Price Adjustment</b></p> | <p>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:</p> $R_t = R_b \frac{I}{I_b}$ <p>where <math>R_t</math> is the adjusted remuneration, <math>R_b</math> is the remuneration payable on the basis of the rates set forth in Annex C for payable remuneration, <math>I_t</math> is the official rate of inflation for the first month for which the adjustment is to have effect and, <math>I_b</math> is the official rate of inflation for the month of the date of the Contract." (N/A)</p>                    |
| <p><b>5. Project Administration</b></p>    | <p>A. <u>Coordinator</u></p> <p>The Procuring Agency designates <i>Ms. Shahpara Rizvi, Acting Director- T&amp;A, SEF</i> as Project Administrator for receiving and approving invoices for payment, and for acceptance of the deliverables by the PA &amp; <i>Ms. Musarat Palijo, Acting Deputy Director-LSU, SEF &amp; Mr. Bilal Lashari, Senior Officer-PSDU/Focal Person-AALTP, SEF</i> as Project Coordinator, for the coordination of activities under the Contract.</p> <p>B. <u>Timesheets</u></p> <p>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.</p> <p>C. <u>Records and Accounts</u></p> <p>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.</p> |
| <p><b>6. Performance Standard</b></p>      | <p>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.</p>   |
| <p><b>7. Confidentiality</b></p>           | <p>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.</p>   |
| <p><b>8. Ownership of Material</b></p>     | <p>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.</p>  |

|   |   |
|---|---|
| 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 equipments.  |
| 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

**Ms. Shahpara Rizvi**

Acting Director, Training & Assessment  
Sindh Education Foundation  
Government Of Sindh

Signed by: \_\_\_\_\_

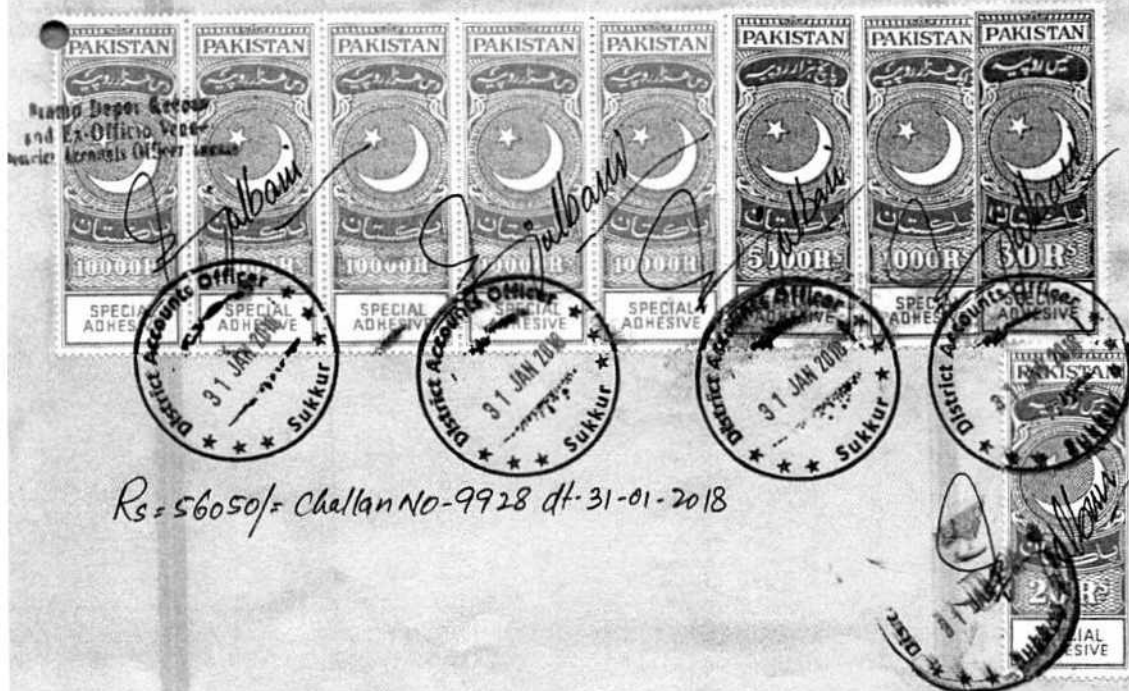
Ms. Shahpara Rizvi  
Acting Director, Training & Assessment Unit  
Sindh Education Foundation

FOR THE CONSULTANT

Signed by: \_\_\_\_\_

**Vice Chancellor**  
**Sukkur IBA University**

Prof. Nisar Ahmed Siddiqui  
Vice Chancellor  
M/s. Sukkur IBA University



Annex A: Terms of Reference and Scope of Services

Annex B: Consultant's Reporting Obligations

Annex C: Cost Estimate of Services



Terms of Reference and Scope of Services**I. Background**

Recognizing the challenges in imparting Non-Formal Education (NFE) to Out of School (OOS) Adolescents and Adults, who have missed the opportunity to avail education in their early phase of life, Sindh Education Foundation plans to employ methods aimed at pedagogical enhancement under the AALTP. The program has three core components namely, Learning, Skill Development, and Micro-finance incorporated in the programmatic framework to make it an overarching scheme for sustainable development of OOS Adolescents and Adults. Given the unconventional nature of learners, the need for capacity building of teachers and systematic strengthening is central to ensure quality learning outcomes.

Hence, a consultant is sought to develop training and assessment module and undertake Teachers' trainings.

**II. Assignments**

Under the overall authority of the PA and direct supervision of the concerned Program Head, the consultant will provide technical assistance to supplement aforementioned core components. In particular, within the purview of academic strengthening, the consultant is required to carry out the following tasks:

- Formulate and strategize a holistic „*Training Cycle*” for the capacity building of the teachers after conducting their initial assessment (Pre-Training Assessment). Apart from the processes (Training Need Analysis, Design, Development, Implementation, and Evaluation), the said training cycle must also incorporate the following:
  - Development of Training module<sup>1</sup> in line with the thematic requirements of NFE and selected curriculum, developed as per Sindh Textbooks Board (STBB) and National curriculum, for the enhancement of content knowledge, practicing appropriate/relevant teaching pedagogies commensurate with age/grade categorization of the Learners and monitor their progress.
  - Undertake intensive 15 days' content based teacher training of Head Teachers and Teachers hired by partner organizations.
  - To deliver trainings at the mutually agreed venues based on the following major components:
  - 15 days training cycle for the entire condensed curriculum encompassing subjects (English, Mathematics, and Science with added focus on Urdu and Sindhi languages) from grade Katchi till 5.
  - Post-Training Assessment of all teachers to record progress, which must then be submitted in report form.
  - Contextualize/relevant/developmentally appropriate pedagogies, tracking of Learners' progress (formative and summative) and classroom management. Brief orientation of Teachers in ICT to help them to operate IT technology comfortably for teaching purposes.
- Conduct two-day academic orientation sessions for the Implementation Partner.
- Develop a rubric for honing presentation (interpersonal and communication) skills in the targeted beneficiaries. The concept is to equip them with necessary skill sets which may enhance their personality and enable them to carry themselves with composure and confidence as it would certainly benefit them in becoming productive members of society.
- Similarly, a tool must be developed to assess Learners in this regard.

**III. Deliverables**

The consultant is expected to deliver following in accordance with the defined timeframe:

- ☐ A TNA will be conducted on a sample of 20%-25% teachers. The results must be shared a month before the training starts.

**Training Cycle**

- ☐ Pre-Training Assessment
- ☐ Training Module
- ☐ Training plan
- ☐ Post-Training Assessment

- Training and development of Interpersonal and Communication skills rubric and assessment tool.
- A quarterly progress report entailing set targets for each quarter.
- Training agency will be responsible to arrange/provide the following:
  - Training Venues
  - Multimedia, Laptops, White Boards, and Training Stationary (for Trainers and Trainees)
  - Food and refreshment (for Trainers and Trainees)
  - TA/DA of Trainers
  - Printed training manuals
  - Any other teaching aid required
- A final report encompassing entire process, achieved results, challenges, and lessons learned during the contractual timeframe.

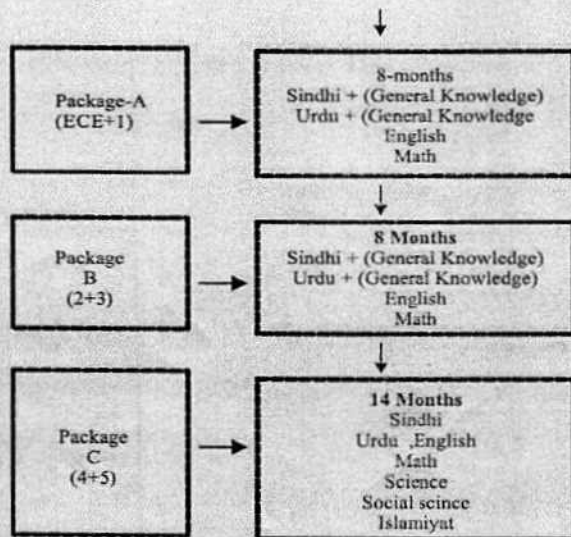
#### IV. Duration of Contract

The duration of the contract is 12 months from the day of signing, which is subjected to annulment or extension.

*JK*

## V. Curriculum description

The PA has selected a condensed curriculum developed by Japan International Cooperation Agency (JICA) in collaboration with Directorate of Literacy & Non-Formal Education, School Education Department, Government of Sindh, Bureau of Curriculum and Curriculum Wing. The curriculum entails three Packages namely, A, B, and C designed to impart accelerated primary education as per the following composition:



## VI. Clustering

An approximated figure of 600 Teachers would be participating in the training across Sindh, therefore, it is imperative to form clusters so as to supplement and harmonize the entire exercise. Following is the proposed clustering.

|          |                |                     |          |           |           |
|----------|----------------|---------------------|----------|-----------|-----------|
| Badin    | Dadu           | Hyderabad           | Jamshoro | Jacobabad | Karachi   |
| Khairpur | Larkana        | MirpurKhas          | Sanghar  | Ghotki    | Shikarpur |
| Sukkur   | Tando AllahYar | Tando Mohammad Khan | Mithi    | Thatta    | UmerKot   |

## VII. Location and travel

Keeping in view the geographical scope of the activity, the Consultant must possess resources to manage boarding and travelling to different districts of Sindh.

ANNEX B

Consultant's Reporting Obligations

The consultant should directly report to the PA's Coordinator *Ms. Musarat Paliyo, Acting Deputy Director-LSU, SEF & Mr. Bilal Lashari, Senior Officer-AALTP, SEF.*

The consultant should submit report to *Ms. Shahpara Rizvi, Acting Director- T&A, SEF.*

## ANNEX C

### Cost Estimate

For the period of 12 months from January 15, 2018 and continuing through January 15, 2019.

**TOTAL COST: Pak Rupees 18,681,000/- (Eighteen Million Six Hundred & Eighty One Thousand 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



No. SEF/998B/18

(PROCUREMENT DEPARTMENT)

Dated: 08-01-2018

**SAY NO TO CORRUPTION**

To,

M/s. Sukkur IBA University  
Dr. Altaf Hussain Samo,  
Director-Executive Development Center,  
EDC 2<sup>nd</sup> Floor Knowledge Center, Sukkur IBA  
Airport Road Sukkur, Pakistan.  
Phone #: +92-333-3613881

**SUBJECT: Letter of Award for the Tender Hiring of Firm for Capacity Building/Training of Teachers in Different Districts across The Province for Adolescent And Adult Learning And Training Program (AALTP) REF #. SEF/NP/16-17/49.**

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 Capacity Building/Training of Teachers in Different Districts across the Province for AALTP.**

**Bid Price: PKR. 18,681,000/- (including of all taxes)**

- Therefore now 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.
- Please arrange 5% performance security within given time and contact to Training & Assessment Unit for required job/services.

o/c

**Acting Deputy Director  
(Procurement)**

Enclosure: As stated above

A copy is forwarded for information to:

Director (General Administration & Coordination)-SEF.  
Acting Director (T&A)-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) 34169143

Received  
16-01-18

Executive Development Center (EDC)

No: SUK-IBA/EDC/154/17

Date July 15, 2017

Sukkur, July 15, 2017

**Mr. Shahnawaz Khan**  
Deputy Director Procurement  
Sindh Education Foundation

Dear Sir:

We, the undersigned, offer to provide the consulting services for “**Teachers Training of SEF’s Adolescent & Adult Learning and Training Program (AALTP)**” in accordance with your Request for Proposal dated July 01, 2017 and our Technical Proposal. Our attached Financial Proposal is for the sum of **PKR 31,134,890/-**

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: 934,047        | 3% bid security along with Proposal |

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

Yours sincerely,

  
**Director**  
Executive Development Center  
Sukkur IBA  
**Dr. Altaf Hussain Samo**  
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

  
10/8/17  
10/8/17  
10/8/17

# **Terms of Reference (TOR)**



## I. Background

Recognizing the challenges in imparting Non-Formal Education (NFE) to Out of School (OOS) Adolescents and Adults, who have missed the opportunity to avail education in their early phase of life, Sindh Education Foundation plans to employ methods aimed at pedagogical enhancement under the AALTP. The program has three core components namely, Learning, Skill Development, and Micro-finance incorporated in the programmatic framework to make it an overarching scheme for sustainable development of OOS Adolescents and Adults. Given the unconventional nature of learners, the need for capacity building of teachers and systematic strengthening is central to ensure quality learning outcomes.

Hence, a consultant is sought to develop training and assessment module and undertake Teachers' trainings.

## II. Assignments

Under the overall authority of the PA and direct supervision of the concerned Program Head, the consultant will provide technical assistance to supplement aforementioned core components. In particular, within the purview of academic strengthening, the consultant is required to carry out the following tasks:

- Formulate and strategize a holistic '*Training Cycle*' for the capacity building of the teachers after conducting their initial assessment (Pre-Training Assessment). Apart from the processes (Training Need Analysis, Design, Development, Implementation, and Evaluation), the said training cycle must also incorporate the following:
  - Development of Training module<sup>1</sup> in line with the thematic requirements of NFE and selected curriculum, developed as per Sindh Textbooks Board (STBB) and National curriculum, for the enhancement of content knowledge, practicing appropriate/relevant teaching pedagogies commensurate with age/grade categorization of the Learners and monitor their progress.
  - Undertake intensive 15 days' content based teacher training of Head Teachers and Teachers hired by partner organizations.
  - To deliver trainings at the mutually agreed venues based on the following major components:

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<sup>1</sup> One module 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.

- 15 days training cycle for the entire condensed curriculum encompassing subjects (English, Mathematics, and Science with added focus on Urdu and Sindhi languages) from grade Katchi till 5.
- Post-Training Assessment of all teachers to record progress, which must then be submitted in report form.
- Contextualize/relevant/developmentally appropriate pedagogies, tracking of Learners' progress (formative and summative) and classroom management. Brief orientation of Teachers in ICT to help them to operate IT technology comfortably for teaching purposes.
- Conduct two-days academic orientation sessions for the Implementation Partner.
- Develop a rubric for honing presentation (interpersonal and communication) skills in the targeted beneficiaries. The concept is to equip them with necessary skill sets which may enhance their personality and enable them to carry themselves with composure and confidence as it would certainly benefit them in becoming productive members of society.
  - Similarly, a tool must be developed to assess Learners in this regard.

### III. Deliverables

The consultant is expected to deliver following in accordance with the defined timeframe:

- A TNA will be conducted on a sample of 20-25% teachers. The results must be shared a month before the training starts.
  - Training Cycle
    - Pre-Training Assessment
    - Training Module
    - Training plan
    - Post-Training Assessment
- Training and development of Interpersonal and Communication skills rubric and assessment tool.
- A quarterly progress report entailing set targets for each quarter.
- Training agency will be responsible to arrange/provide the following:
  - Training Venues
  - Multimedia, Laptops, White Boards, and Training Stationary (for Trainers and Trainees)
  - Food and refreshment (for Trainers and Trainees)

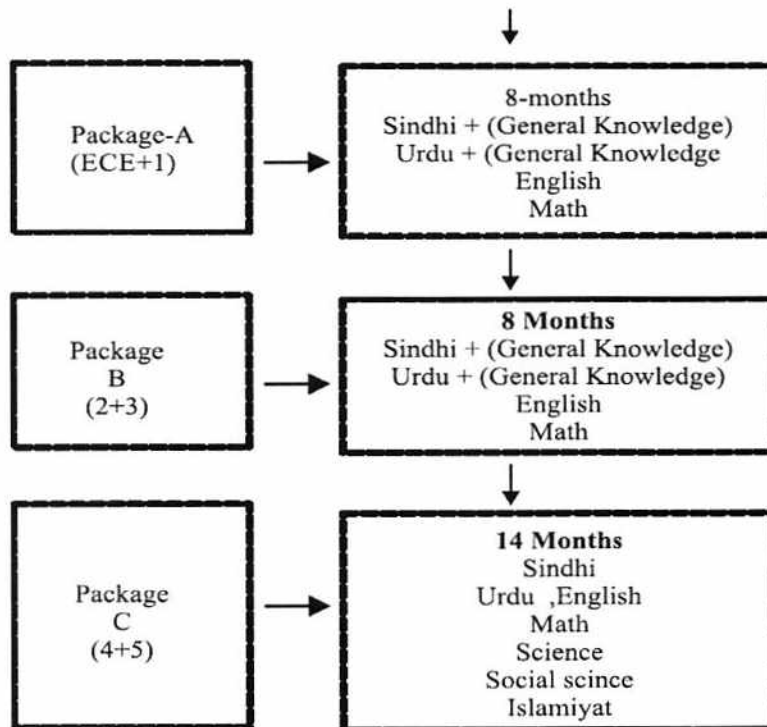
- TA/DA of Trainers
  - Printed training manuals
  - Any other teaching aid required
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- A final report encompassing entire process, achieved results, challenges, and lessons learned during the contractual timeframe.

#### IV. Duration of Contract

The duration of the contract is 12 months from the day of signing, which is subjected to annulment or extension.

#### V. Curriculum description

The PA has selected a condensed curriculum developed by Japan International Cooperation Agency (JICA) in collaboration with Directorate of Literacy & Non-Formal Education, School Education Department, Government of Sindh, Bureau of Curriculum and Curriculum Wing. The curriculum entails three Packages namely, A, B, and C designed to impart accelerated primary education as per the following composition:



#### VI. Clustering

An approximated figure of 1,000 Teachers would be participating in the training across Sindh, therefore, it is imperative to form clusters so as to supplement and harmonize the entire exercise. Following is the proposed clustering.

### General Condition of Contract

|          |                   |                        |          |           |           |
|----------|-------------------|------------------------|----------|-----------|-----------|
| Badin    | Dadu              | Hyderabad              | Jamshoro | Jacobabad | Karachi   |
| Khairpur | Larkana           | MirpurKhas             | Sanghar  | Ghotki    | Shikarpur |
| Sukkur   | Tando<br>AllahYar | Tando Mohammad<br>Khan | Mithi    | Thatta    | UmerKot   |

### VII. Location and travel

Keeping in view the geographical scope of the activity, the Consultant must possess resources to manage boarding and travelling to different districts of Sindh.