

SINDH PUBLIC PROCUREMENT REGULATORY AUTHORITY

CONTRACT EVALUATION FORM

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

- 1) NAME OF THE ORGANIZATION / DEPTT. Sindh Education Foundation Govt. Of Sindh
- 2) PROVINCIAL / LOCAL GOVT./ OTHER Government of Sindh
- 3) TITLE OF CONTRACT School Observation & Academic Development Initiative
- 4) TENDER NUMBER SEF/NP/17-18/05
- 5) BRIEF DESCRIPTION OF CONTRACT School Observation & Academic Development Initiative
- 6) FORUM THAT APPROVED THE SCHEME Senior Management
- 7) TENDER ESTIMATED VALUE 25.00 Million
- 8) ENGINEER'S ESTIMATE N/A
(For civil works only)
- 9) ESTIMATED COMPLETION PERIOD (AS PER CONTRACT) May 19th, 2018
- 10) TENDER OPENED ON (DATE & TIME) August 10th , 2017 at time 3.30 pm
- 11) NUMBER OF TENDER DOCUMENTS SOLD 00
(Attach list of buyers)
- 12) NUMBER OF BIDS RECEIVED 02
- 13) NUMBER OF BIDDERS PRESENT AT THE TIME OF OPENING OF BIDS 02
- 14) BID EVALUATION REPORT (Enclose a copy)
(Enclose a copy)
- 15) NAME AND ADDRESS OF THE SUCCESSFUL BIDDER M/s.SZABIST.
- 16) CONTRACT AWARD PRICE PKR.23,815,925/=
- 17) RANKING OF SUCCESSFUL BIDDER IN EVALUATION REPORT
(i.e. 1st, 2nd, 3rd 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 _____ Domestic/ 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"/>
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21) ADVERTISEMENT :

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

Yes	SPPRA S#33990(20-7-2017)
No	

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

Yes	Daily Dawn English ,Daily Kawash Sindhi & Daily Jang urdu on 18/7/2017
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


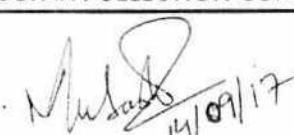



Reset

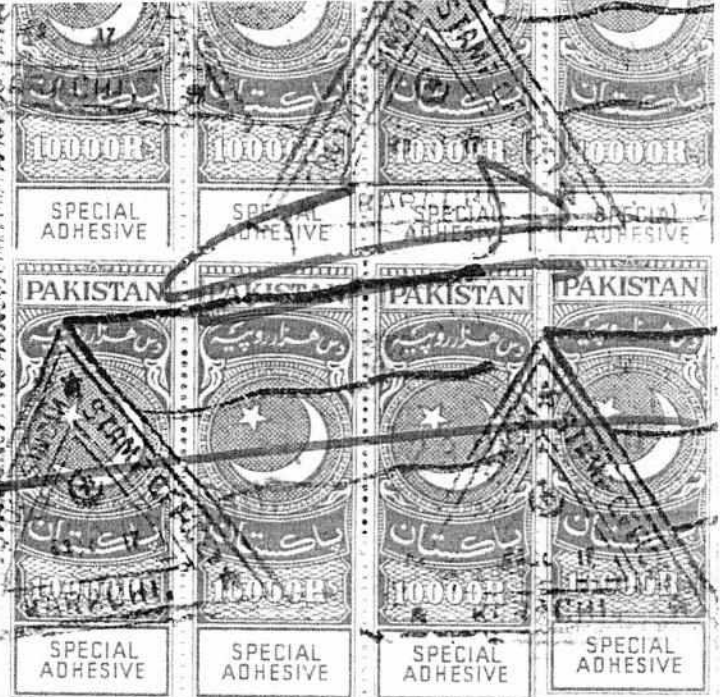
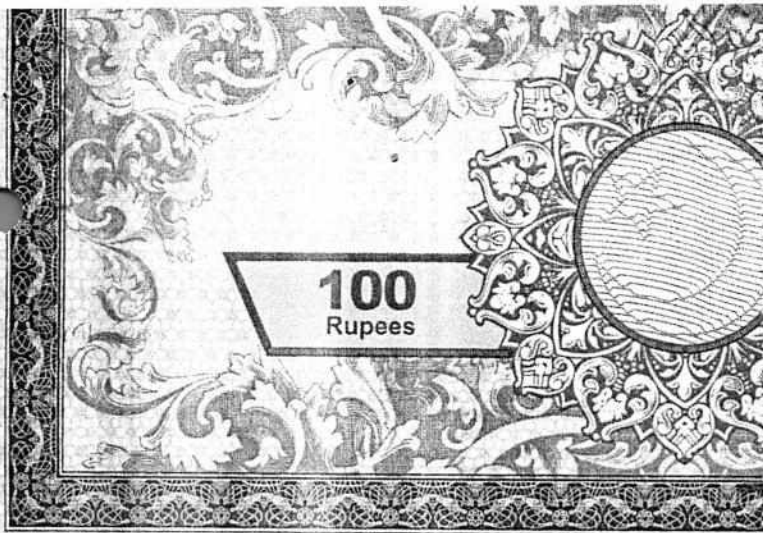
Bid Evaluation Report

1. Name of Procuring Agency: Sindh Education Foundation (Govt. of Sindh)
2. Tender Reference No: SEF/NP/17-18/05.
3. Tender Description/Name of work/item: Hiring of Firm for Consultancy of School Observation and Academic Development Initiative (SOADI) .
4. Method of Procurement: QCBS Method
5. Tender Published: SPPRA S.N # 33990 (20-07-2017)
<i>Jang Urdu 18/07/2017, Dawn English 18/07/2017, Kawish 18/07/2017</i>
6. Total RFP documents Issued: 00 received from Procurement Dept. and 02 bid downloaded from Website.
7. Technical Bid Opening date: (if applicable) 10th August, 2017
8. Total Bids Received: 02 Bids Received.
9. No. of Bid technically qualified (if applicable): 02
10. Financial Bid Opening Date: 13th September, 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 QCBS selection method and rating calculated by formula (s=stxt%+sfxP%)	Remarks
0	1	2	3	4	5	6
1	M/s. Shaheed Zulfiqar Ali Bhutto Institute of Science & Technology (SZABIST)	23,815,925	1st	25 Million	Accepted because the firm attains the highest combined technical & financial score.	Recommended to award the contract.
2	M/s. Sukkur Institute of Business Administration (IBA) University	50,686,150	2nd		Rejected because the firm attains the second highest combined technical & financial score.	Not Recommended to award the contract.

CONSULTANT SELECTION COMMITTEE

 Mr. Nawab Zafar Ali Deputy Director (M&E) Secretary of Consultant Selection Committee Sindh Education Foundation Government of Sindh	 Mr. Mubashir Mirza Assistant Director (AASP) Member of Consultant Selection Committee Sindh Education Foundation Government of Sindh	 Mr. Taufique Ahmed Shaikh Assistant Chief Planning & Development Dept. Govt. of Sindh Member of Consultant Selection Committee Sindh Education Foundation Government of Sindh
 Mr. A.K. Rind Deputy Secretary. (B & E - IV) Finance Department Member of Consultant Selection Committee Sindh Education Foundation Government of Sindh	 Mr. Muhammad Abdullah Abbasi Director (General Administration & Co-ordination) Chairman Consultant Selection Committee Sindh Education Foundation Government of Sindh	



ZAHID BILAL (STAMP VENDOR)

Licence No. 119 Pic. No. B-9/7

Madniabad, Delhi Colony Main Bazar Karachi

S. No. 4022 Date _____

Issued To With Address No. _____

Through With Address No. _____

Purpose _____

Value 100 _____

Stamp Vendor's Signature _____

MUHAMMAD SABIR

Advocate: HC/8309/Khi

15 AUG 2017

CONTRACT

THIS CONTRACT ("School Observation And Development Initiatives") is entered into this on 20th October, 2017 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. Shaheed Zulfiqar Ali Bhutto Institute of Science & Technology (SZABIST)* ("the Consultant") having its principal office located at *8th Floor, Sheikh Sultan Trust Building # 1, Beaumont Road, Karachi, Pakistan*.

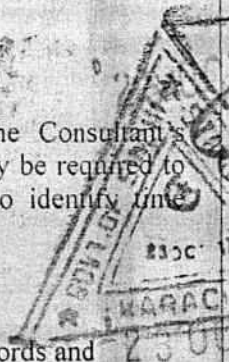
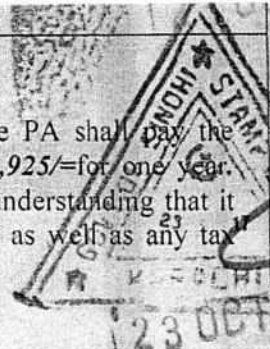
WHEREAS, the PA wishes to have the Consultant performing the services here in after referred to, and

WHEREAS, the Consultant is willing to perform these services,

NOW THEREFORE THE PARTIES hereby agree as follows:

<p>I. Services</p>	<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 ("the Services").</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>
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<p>3. Payment</p>	<p>writing.</p> <p>A. <u>Ceiling</u></p> <p>For Services rendered pursuant to Annex A, the PA shall pay the Consultant an amount not to exceed Rs. 23,815,925/= for one year. 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></p> <p>Payments shall be made in PAK Rupee, not later than 30 days following submission by the Consultant of invoices in duplicate to the Coordinator designated in paragraph 4.</p>
<p>4. Economic Price Adjustment</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: (N/A)</p>
	<p>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> $R_t = R_{t_0} \times \frac{I}{I_{t_0}}$ <p>where R_t is the adjusted remuneration, R_{t_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_{t_0} is the official rate of inflation for the month of the date of the Contract."]</p>
<p>5. Project Administration</p>	<p>A. <u>Coordinator</u></p> <p>The PA designates Mr. Mukhtiar Chandio, Acting Deputy Director-Programs, SEF & Ms. Musarat Palijo, Acting Deputy Director-LSU, SEF 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.</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>

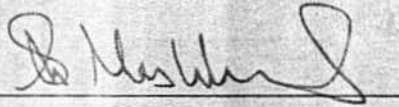


	considers unsatisfactory.
7. Confidentiality	The Consultants shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the PA's business or operations without the prior written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



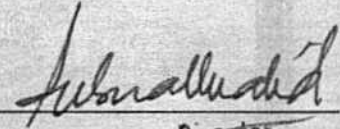
Ms. Shahpara Rizvi
Acting Director Training & Assessment
Sindh Education Foundation
Government Of Sindh

Signedby



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

Signedby



Ms. Lubna Khalid
Director-SZABIST
M/s. Shaheed Zulfiqar Ali Bhutto Institute of
Science & Technology.

Director

SZABIST Schools & Colleges

- i. Selected Firm/Consortium of firm will undertake **Selected 400 Schools' Observation & Development Initiative (SOADI)** across all districts of the province with a view to evaluate the existing academic quality of each of the school
- ii. The School Observation and Academic Development Initiative will comprise of well- planned methodology and a tool through which the Bidding Firm/ Consortium of firms will assist the Foundation in providing technical information about the overall state of School management; the capacity of the Head teacher; the school system relating to teacher hiring and evaluation; availability of academic calendar; student assessment systems etc.
- iii. The School Observation and Academic Development Initiative will include dedicated "classroom observation of a "minimum of 5 classrooms" preferably Maths, Science and English language classrooms of various levels to gauge teachers' capacities; teaching techniques; classroom resources; Teacher student relationships amongst others.
- iv. The School Observation and Academic Development Initiative component of the activity will include a dedicated "Debriefing session with the School Partner; HT; Teachers regarding school strengths/ weaknesses and suggestions for way forward. These may comprise of some standard tools/ templates relating to "Academic Calendars; Lesson Plans and other innovative techniques
- v. The selected Firm/ Consortium of firms will develop the required tools for above assignment including pre-meeting, observation tools, Head Teachers and Teachers monitoring, observation tools, Parents meeting tools, School development and improvement indicators, School feedback report)
- vi. Generating a school report for each school observed (one go information) for the check and balance mechanism developed by SEF. After completing of one phase/cluster of SOADI, district wise a formal report will be prepared and shared with the SEF in the debriefing sessions mainly in 02 regions.

The selected Firm and Consortium of firms will make sure the achievement of predefined outcomes. The Firm will be required to travel across the districts of Sindh for the purpose of school observation in order to observe a selected number of schools of Sindh Education Foundation- GoS. The Firm/s will be closely aligned and working with SEF Training Unit (TU) team and spending 02 - 03 days in each school.

Deliverables

The Firm/Consortium of firms is expected to deliver following in accordance with the defined timeframe:

- i. Firm / consortium of firms should submit inception report outlining its approach and methodology, identifying surveys / interviews / review meetings to be conducted, tools to be developed, tests to be administered for accomplishing / performing the assigned tasks as contained in ToRs
- ii. Development of observation tools and questioners as mentioned in ToRs
- iii. Development of survey form
- iv. Development and conduct of Pre-Post assessment tests
- v. Observe School Academic environment with focus on school learning environment; school management; classroom teaching of subjects; English, Mathematics and Science; co-curricular activities and student focused activities.
- vi. Head Teachers interview Performa and filled in data and suggestion for improvement
- vii. Review meeting and Feedback sharing with School Partner(s), Teachers and Head Teachers
- viii. Submission of each School report containing School Analysis and way forward
- ix. Final detailed activity Report and relevant data analysis with suggestions for improvement.

- 40 externals (Individuals by Firm)
- 20 internals (LSU team of SEF)

Schools to be Observed	Working days/Month	Days/ School	Total
<p>Total 400 schools where;</p> <p>Schools to be improved as per following break-up:</p> <p>PPRS = 175 schools SAS = 175 schools SMHS = 50</p> <p>(Details of school wise districts is attached herewith-Annex A)</p>	20 working days/month	Spending 02-03 days in each school	<p>1 group (3 members) = 02 or 03 days/school</p> <p>Hence, 1 group = 10 schools/Month Observe minimum 5 classes per day</p> <p>Therefore, 25 groups: $25 * 10 = 250$ schools per Month</p> <p>If, 04 districts/month * 06 months (proposed) = 24 districts covered in total <i>{this will be calculated and planned accordingly after the school data acquired through programs side}</i></p>

Clustering of Districts

400 schools are expected to be covered in this activity across the districts of Sindh. Therefore, it is essential to form clusters so as to supplement and harmonize the entire exercise. Following is the proposed 02 regional clustering of districts after gathering the information of schools through Upper Sindh and Lower Sindh regions in order to cover all of the districts in 06-08 months' time frame.

Northern Cluster: Khairpur, Sukkur, Larkana, Nousheroferoze, Jacobabad, Ghotki, Dadu, SBA

Southern Cluster: Hyderabad, Thatta, Badin, Karachi, Mithi, Mirpurkhas, Sanghar

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



Consultant's Reporting Obligations

The consultant should directly report to the Client's Coordinator *Mr. MukhtiarChandio, Acting Deputy Director-Programs, SEF & Ms. Musarat Palijo, Acting Deputy Director-LSU, SEF.*

The consultant should submit report to *Mr. Mukhtiar Chandio, Acting Deputy Director-Programs, SEF&Ms. Musarat Palijo, Acting Deputy Director-LSU, SEF.*

ANNEX C

Cost Estimate

Payment Milestone:

- 20% on inception report.
- 20% after piloting the tools in Karachi.
- 30% on completion of field.
- 30% on submission of project completion report.

For the period from October, 2017 to May, 2018.

TOTAL COST: Pak Rupees 23,815,925/- (inclusive of all Government Taxes)

No. SEF/365/17

(PROCUREMENT DEPARTMENT)

Dated: 06-10-2017

SAY NO TO CORRUPTION

To,

M/s. Shaheed Zulfiqar Ali Bhutto Institute of Science & Technology (SZABIST)
Ms. Lubna Khaild
8th Floor, Sheikh Sultan Trust Building # 1,
Beaumont Road, Karachi.
Tel: 021-3522022

SUBJECT: LETTER OF AWARD FOR THE TENDER HIRING OF FIRM FOR CONSULTANCY OF SCHOOL OBSERVATION AND ACADEMIC DEVELOPMENT INITIATIVE (SOADI)
Ref No. SEF/NP/17-18/05.

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 Consultancy of SOADI

Bid Price: PKR. 23,815,925/- (including of all taxes)

2. 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.
3. Please arrange 5% performance security within given time and contact to Learning Support Unit (LSU) for required job/services



**Acting Deputy Director
(Procurement)**

Enclosure: As stated above

A copy is forwarded for information to:

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

FORM FIN-1. FINANCIAL PROPOSAL SUBMISSION FORM

Karachi, 10 August 2017

To: Sindh Education Foundation
HEAD OFFICE PLOT NO.21, BLOCK-7/8,
OVERSEASE HOUSING,
AMEER KHUSRO ROAD KARACHI,
PAKISTAN

Dear Sirs:

We, the undersigned, offer to provide the consulting services for Sindh, School Observation And Academic Development Initiatives in accordance with your Request for Proposal dated 18th July 2017 and our Technical Proposal. Our attached Financial Proposal is for the sum of Pak Rs 23,815,925.00 (Rs Twenty three Million Eight Hundred and Fifteen Thousand, nine hundred and twenty five)

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.

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

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: Lubna Khalid

Name and Title of Signatory: Lubna Khalid Director SZABIST

Name of Firm: Shaheed Zulfikar Ali Bhutto Institute of Science & Technology

Address: 8th floor, sheikh sultan trust building # 1, Beaumont Road
Karachi

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13/9/17

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13/9/17

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13/9/17

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13/9/17

Consolidated Budget

School Observation and Academic Development Initiatives (SOADI)

Description	Unit	Unit Cost	Quantity	Amount	%age
Material Development and Piloting					
Development of School Observation Tool	1.00	200,000.00	1.00	200,000.00	
Development of Classroom Observation Tool	1.00	200,000.00	1.00	200,000.00	
Development of Parent Survey Form	1.00	200,000.00	1.00	200,000.00	
Development of School Improvement Indicators	1.00	200,000.00	1.00	200,000.00	
Development of Assessment Tests	1.00	200,000.00	1.00	200,000.00	
Development of Head Teacher Assessment Tool	1.00	200,000.00	1.00	200,000.00	
Sub Total				1,200,000.00	5.04
Software and Database Development					
Requirement gathering for application development	1.00	300,000.00	1.00	300,000.00	
Development of Android Application and Development	1.00	300,000.00	1.00	300,000.00	
Application testing and deployment	1.00	200,000.00	1.00	200,000.00	
Finalization of tools and Survey Forms (Hardware procurement and maintenance cost)	1.00	500,000.00	1.00	500,000.00	
Sub Total				1,300,000.00	5.46
Capacity Building and Orientation of School Observers					
05 Days Orientation of School Observers	1.00	1,000,000.00	1.00	1,000,000.00	
Sub Total				1,000,000.00	4.20
Field Operations					
Per diem allowances for School Observers				9,042,000.00	
Local Transportation				2,055,000.00	
Local Airfare for Supervisors	2.00	25,000.00	2.00	100,000.00	
Per diem allowances for Team Supervisors	15.00	7,500.00	11.00	1,237,500.00	
Local Transportation for Team Supervisors	15.00	5,000.00	11.00	825,000.00	
Communication costs		1,000.00	50.00	50,000.00	
Sub Total				13,309,500.00	55.88

13/09/2017
 J. Alshammari
 J. Alshammari
 13/09/2017

Equipments and Stationary								
Tablets			20,000.00			50.00		1,000,000.00
Photocopy			200.00			1,000.00		200,000.00
Miscellaneous			200,000.00			1.00		200,000.00
Sub Total								1,400,000.00
Report Writing and Report Briefings								
Data and Trend Analysis			1.00			1,000,000.00		1,000,000.00
Report Writing and Compilation			1.00			1,000,000.00		1,000,000.00
Briefings in Identified Clusters			1.00			500,000.00		500,000.00
Sub Total								2,500,000.00
Total								20,709,500.00
Management Fees								
								3,106,425.00
Grand Total								23,815,925.00

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13/12/2017

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13-09-2017

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13/11/17

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13/11/17

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Hiring of Consultancy Firm/Consortium of Firms

School Observation & Academic Development Initiative- "SOADI"

Introduction

The Sindh Education Foundation- Government of Sindh is continuously strengthening the SEF supported schools under its different programs including PPRS (Promoting Private Schooling in Rural Sindh); SAS (SEF Assisted Schools) and SMHS (Sindh Middle & High 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 located across all districts in the province.

Keeping in view the essentials to enable a school to gradually become an exemplary learning center where engagement of the students is not limited to the various pedagogies of teaching only but also to create an environment which allows the children to indulge themselves in a safe and friendly environment where they feel comfortable in learning and their ideas are appreciated.

Since last many years, the pool of trainers in the SEF's Training Unit (TU) have been engaged in building the capacity of SEF teachers in the areas of early childhood education, content enhancement at various levels of schooling; subject based pedagogies and field support visits. To gauge the impact of capacity building over the years, the Training Unit (TU) team undertook the initiative of visiting various schools around the districts of Sindh and observed the implementation at the grassroot levels. The overall findings suggested a more vigorous and detailed school observation which caters to all the essential areas, starting from the very fundamentals together with necessary inputs in order to strengthen a culture of collaborative development in the SEF schools with a view to promoting school improvement and effectiveness.

The Foundation accordingly plans to undertake through a third party, "**School Observation and Academic Development Initiative (SOADI)**" in selected **400** schools of the Sindh Education Foundation across the districts of Sindh in order to observe and measure the academic and administrative functionality of schools. Through this activity; it is planned to evaluate the overall capacity of the Head Teacher's management capacity; availability of academic calendars and compliance with academic system; the classroom structure, setting and management, teaching capacity, attitude with students, record keeping and overall academic and learning environment etc. This task is planned to be undertaken through the services of a Firm or Consortium of firms having the experience and technical capability to undertake such assignment.

School Observation & Academic Development Initiative (SOADI) Objectives:

The broad objectives of this initiative are to scrutinize the existing Learning Environment in the select 400 Schools of the Foundation with a view to plan future strengthening activities. Also, the school observation is planned to be an intensive observation which will analyze a wide range of school environment aspects; document these systematically in a manner which can facilitate decisions on future capacity development as well as other technical (both academic and administrative) supported activities. The Firm or Consortium of firms will be giving the feedback and suggestions for school improvement.

School Observation academic development is also expected to provide a third-party view and objective analysis regarding:

- i. State of School management and capacity of the School Head Teacher and his/ her ability to manage the school administratively and provide instructional leadership. Provide information and analysis regarding School Systems and availability of academic calendars; lesson plans; teacher evaluation and student assessment systems; student records etc.
- ii. Content level and understanding of the teachers; quality of Teaching standards
- iii. Students' level of interest and participation
- iv. Formative assessment of students
- v. Environment of classrooms in making it more learner friendly
- vi. Availability and Utilization of Teaching and learning aid/resources
- vii. Impact of Trainings in teaching-learning process
- viii. Development and managing learners' profile/reports/records etc.
- ix. Support of Head Teachers towards school management and teaching-learning process
- x. Provision of co- curricular and sports activities etc.

The Capacity of the Firms / Consortium of firms:

The Foundation is seeking proposals from relevant experts which could be a Firm or Consortium of Firms. They can apply on their own or as consortium

- i. The bidding Firm or Consortium of firms carrying experience of school academics, management; monitoring; involvement with Head Teachers/ Teachers and training will be given preference.
- ii. The bidding Firm/Consortium of Firms must have team of around 40- 50 expert team members (permanent and/or resource pool) with relevant experience and subject content knowledge
- iii. Firm/Consortium of firms must have the capacity to evaluate the school academic level and facilitate development of School Development Plan (SDP), Scheme of studies etc. also having the capacity of teachers' trainings in terms of classroom teaching of ECE, Grade 1 till 8.
- iv. Firm/Consortium of firms having considerable command on the implementation of different teaching pedagogies for English, Science and Mathematics in real classroom scenario.
- v. Firm/Consortium of firms having good command on formative assessment.
- vi. Firm/Consortium of firms is able to present documents like SDP, lesson plan etc.
- vii. Firm/Consortium of firms has a minimum 3 years of experience in the field of trainings, developing and implementing school support mechanism. Reporting and suggesting measures for improvement
- viii. Firm/Consortium of firms having relevant field experience.

Terms of Reference (ToRs):

- i. Selected Firm/Consortium of firm will undertake **Selected 400 Schools' Observation & Development Initiative (SOADI)** across all districts of the province with a view to evaluate the existing academic quality of each of the school
- ii. The School Observation and Academic Development Initiative will comprise of well-planned methodology and a tool through which the Bidding Firm/ Consortium of firms will assist the Foundation in providing technical information about the overall state of School management; the capacity of the Head teacher; the school system relating to teacher hiring and evaluation; availability of academic calendar; student assessment systems etc.
- iii. The School Observation and Academic Development Initiative will include dedicated "classroom observation of a "minimum of 5 classrooms" preferably Maths, Science and English language classrooms of various levels to gauge teachers' capacities; teaching techniques; classroom resources; Teacher student relationships amongst others.
- iv. The School Observation and Academic Development Initiative component of the activity will include a dedicated "Debriefing session with the School Partner; HT; Teachers regarding school strengths/ weaknesses and suggestions for way forward. These may comprise of some standard tools/ templates relating to "Academic Calendars; Lesson Plans and other innovative techniques
- v. The selected Firm/ Consortium of firms will develop the required tools for above assignment including pre-meeting, observation tools, Head Teachers and Teachers monitoring, observation tools, Parents meeting tools, School development and improvement indicators, School feedback report)
- vi. Generating a school report for each school observed (one go information) for the check and balance mechanism developed by SEF. After completing of one phase/cluster of SOADI, district wise a formal report will be prepared and shared with the SEF in the debriefing sessions mainly in 02 regions.

The selected Firm and Consortium of firms will make sure the achievement of predefined outcomes. The Firm will be required to travel across the districts of Sindh for the purpose of school observation in order to observe a selected number of schools of Sindh Education Foundation- GoS. The Firm/s will be closely aligned and working with SEF Training Unit (TU) team and spending 02 - 03 days in each school.

Deliverables

The Firm/Consortium of firms is expected to deliver following in accordance with the defined timeframe:

- i. Firm / consortium of firms should submit inception report outlining its approach and methodology, identifying surveys / interviews / review meetings to be conducted, tools to be developed, tests to be administered for accomplishing / performing the assigned tasks as contained in ToRs
- ii. Development of observation tools and questioners as mentioned in ToRs
- iii. Development of survey form
- iv. Development and conduct of Pre-Post assessment tests
- v. Observe School Academic environment with focus on school learning environment; school management; classroom teaching of subjects; English, Mathematics and Science; co-curricular activities and student focused activities
- vi. Head Teachers interview Performance and filled in data and suggestion for improvement
- vii. Review meeting and Feedback sharing with School Partner(s), Teachers and Head Teachers
- viii. Submission of each School report containing School Analysis and way forward
- ix. Final detailed activity Report and relevant data analysis with suggestions for improvement.

Activity Time Frame

The activity is expected to take a timeframe of **06-08 months**. It is to be implemented by approximately 70 personnel (external & internal both) across all the districts of Sindh, breakup for which includes;

- 40 - externals (Individuals by Firm)
- 20 internals (LSU team of SEF)

Schools to be Observed	Working days/Month	Days/ School	Total
<p>Total 400 schools where;</p> <p>Schools to be improved as per following break-up:</p> <p>PPRS = 175 schools SAS = 175 schools SMHS = 50</p> <p>(Details of school wise districts is attached herewith- Annex A)</p>	<p>20 working days/month</p>	<p>Spending 02-03 days in each school</p>	<p>1 group (3 members) = 02 or 03 days/school</p> <p>Hence, 1 group = 10 schools/Month Observe minimum 5 classes per day</p> <p>Therefore, 25 groups: $25 * 10 = 250$ schools per Month</p> <p>If, 04 districts/month * 06 months (proposed) = 24 districts covered in total {this will be calculated and planned accordingly after the school data acquired through programs side}</p>

Clustering of Districts

400 schools are expected to be covered in this activity across the districts of Sindh. Therefore, it is essential to form clusters so as to supplement and harmonize the entire exercise. Following is the proposed 02 regional clustering of districts after gathering the information of schools through Upper Sindh and Lower Sindh regions in order to cover all of the districts in 06-08 months' time frame.

Northern Cluster: Khairpur, Sukkur, Larkana, Nousheroferoze, Jacobabad, Ghotki, Dadu, SBA

Southern Cluster: Hyderabad, Thatta, Badin, Karachi, Mithi, Mirpurkhas, Sanghar

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