

REFORM SUPPORT UNIT



SCHOOL EDUCATION DEPARTMENT
GOVERNMENT OF SINDH

Request for Proposals

(Letter Of Invitation)

Ref: RSU/PROC-HM-TRG/2017

Dated: 10th January, 2017

Reform Support Unit School Education Department, Government of Sindh invites sealed proposals for **"HIRING OF AN EDUCATIONAL INSTITUTE TO DEVELOP A MANUAL AND PROVIDE TRAINING TO MASTER TRAINERS AND SUPERVISE TRAINING TO NEWLY RECRUITED HEADMASTERS / HEADMISTRESSES"**. This assignment will be conducted under open Competitive process pursuant to "Quality and Cost based Selection method" as per Procurement of Consultancy Services under Sindh Public Procurement Rules. The eligibility criteria is as follows:

- i. The educational institute must be registered with relevant Income Tax/ Sales Tax Departments
- ii. The educational institute must have minimum 5 years' experience of conducting general HR/Management related trainings.
- iii. The educational institute must have minimum 3 years of conducting relevant training experience in large Govt. / Private Organizations of comparable scale and stature.
- iv. The educational institute must be Master Degree Awarding Institute.

The interested bidders may obtain the RFP document(s) from the Procurement Department, Reform Support Unit School Education (Karachi) at below mentioned address or download these documents from SPPRA and RSU websites, www.pprasindh.gov.pk and www.rsu-sindh.gov.pk, respectively against the pay order of Rs.1000/- (non-refundable) in favor of "Reform Support Unit".

The rates quoted must remain be valid for a period of 90 (Ninety) days after opening of the proposals. Bid security of not less than 2% of the bid price in the form of Bank Draft / Pay Order drawn in favor of **Reform Support Unit** must be accompanied by **Financial Proposal** in sealed envelope.

A Pre-Bid meeting will be held on Thursday **January 19, 2017 at 11:00 am** at Reform Support Unit School Education Department.

Proposals must be delivered to the address below on or before Tuesday **at 11:00 am, 31st January, 2017**. Technical Proposals will be opened in presence of the bidders' representatives who choose to attend at **11:30 am** same day at Reform Support Unit School Education Department.

Procurement & Contract Management Specialist
Reform Support Unit School Education Department.
Address: 47/ E-1, 48th Street, Block-6, PECHS-Karachi
Telephone: 021-34320252 E-mail: jamshedalam48@yahoo.com

NOTIFICATION

No.SO(G-III)SED/Consultancy/RSU/2017: In pursuance of rule-67 of the Sindh Public Procurement rules, 2010 (amended 2013), a Procurement Consultant Selection Committee comprising of the following Officers for procurement of consultancy educational institution under Reform Support Unit (RSU), School Education Department is constituted as under:-

1. Chief Program Manager Reform Support Unit (RSU) School Education Department	Chairman
2. Representative -not below 18 Grade School Education Department	Member
3. Representative -not below 18 Grade Planning & Development Department	Member
4. Representative -not below 18 Grade Finance Department	Member
5. Portfolio Manager (TPM) Reform Support Unit (RSU) School Education Department	Member/Secretary

Terms of Reference:

- 1.Approval of request for proposal before issuance:
- 2.Short listing of consultants, responding to the Request for Expression of Interest, where applicable, in accordance with the criteria mentioned in Request for Expression of Interest:
- 3.Evaluation of Technical and financial proposal, according to the selection method and evaluation criteria, mentioned in the Request for Proposal (RFP)
- 4.Finalization of recommendation for award of contract.

- SECRETARY TO GOVERNMENT OF SINDH-

No. SO (G-III)SED/Consultancy/RSU/2017: Karachi, dated the 11th January 2017

Copy is forwarded for information and necessary action to:

1. Additional Chief Secretary P&D Department, Government of Sindh, with a request to kindly nominate concerned officer for above committee.
2. Secretary Finance, Government of Sindh, with a request to kindly nominate concerned officer for above committee.
3. All members of the committee
4. PS to Secretary School Education Department, Government of Sindh
5. Office order file
6. Official website



SINDH EDUCATION &
LITERACY DEPARTMENT



Section Officer (G-III)



GOVERNMENT OF SINDH
EDUCATION AND LITERACY DEPARTMENT
Karachi, dated: 21st July, 2016

NOTIFICATION

NO.SO(G-III)/E&L/RC/RSU/2016: In pursuance of Rule-31 of Sindh Public Procurement Rules 2010 amended 2013, a Complaint Redressal Committee comprising of following Officers is constituted as under for Goods and Consulting Services:-

- | | |
|---|----------|
| 1. Special Secretary-1, Education & Literacy Department,
Government of Sindh: | Chairman |
| 2. Representative of AG Sindh
(not below the rank of BS-18) | Member |
| 3. Mrs Aziz Fatima
Secretary -Council of Physics Education (as representative from Civil Society)
/ nominee of some other member from civil society | Member |

ToRs:

- To hear and dispose the complaints received against procurement of goods / Consulting Services procured under SPPRA Rules 2010 amended in 2013
- To recommended the steps to redress the complaint
- Any other allied matter.


SECRETARY TO GOVERNMENT OF SINDH

NO.SO(G-III)/E&L/RC/RSU/2016:

Karachi, dated: 21st July, 2016

Copy for information and further action to;

1. Accountant General -Sindh with the request to nominate an Officer not below the rank of BS-18 for above committee.
2. All Members (Concerned).
3. PS to Secretary, Education and Literacy Department, Government of Sindh.
4. Office Order File.
5. Official Website.


(SYED QASIM AKBAR NIZAMI) 17
SECTION OFFICER (G-III)




SINDH EDUCATION &
LITERACY DEPARTMENT



Annual Procurement Plan Works, Goods & Services

S.No	Description of procurement	Quantity (where applicable)	Estimated unit cost (where Applicable)	Estimated total cost	Funds allocated	Source of Funds (ADP/Non ADP)	Proposed Procurement method	Time of Procurement				Remarks
								1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
1	HMS Induction Training	1081	N/A	PKR 50 Million	PKR 50 Million	Non ADP	QCBS					

Approved and Signed

Chief Program Manager
 Reform Support Unit
 School Education Department
 Government of Sindh


JMAZ

**SPPRA REQUEST FOR PROPOSALS
DOCUMENT**

SELECTION OF CONSULTANTS



Sindh Public Procurement Regulatory Authority

**REFORM SUPPORT UNIT
SCHOOL EDUCATION DEPARTMENT
GOVERNMENT OF SINDH**

**HIRING OF AN EDUCATIONAL INSTITUTE TO DEVELOP A MANUAL AND PROVIDE
TRAINING TO MASTER TRAINERS AND SUPERVISE TRAINING TO NEWLY
RECRUITED HEADMASTERS / HEADMISTRESSES**

January, 2017

Foreword

This Standard Request for Proposals is applicable to consultant assignments by the procuring agencies of Sindh province whose legal agreement makes reference to the Sindh Public Procurement Rules, 2010. However, where required, it has been customized to the assignment in pursuance of Sindh Public Procurement Rules

CONTENTS

- Section 1. Letter of Invitation
- Section 2. Instructions to Consultants
- Section 3. Data Sheet
- Section 4. Terms of Reference and Forms
- Section 5. Evaluation Criteria
- Section 6. Contract Form

Preface

1. This document Standard Request for Proposals (SRFP) is to be used for various selection methods described in the SPPR 2010.
2. Before preparing an RFP, the procuring agency/ user must be familiar with the SPPR 2010, and Rule No 72.
3. Rule No 72 (1) shall be adopted for assignments of standard or routine nature where well-established practices and standards exist.
4. In case Rule No 72 (1) is not to be used, as the assignment is not an standard or routine nature, and standards and practices are not well-established, and procuring agency choses other method of selection according to Rule No 72 (2), (3), (4), (5), and (6), the reason shall be recorded in writing by the competent authority, and also sent to SPPRA with RFP.
5. The SRFP includes a standard Letter of Invitation, standard Instructions to Consultants, Terms of Reference, and a standard Form of Contract. The standard Instruction to Consultants and the standard General Conditions of Contract may not be modified under any circumstances. However, the Data Sheet and the Special Conditions of Contract may be used to reflect particular assignment conditions

Section 1. Letter of Invitation

Request for Proposals

(Letter Of Invitation)

January, 2017

Reform Support Unit School Education Department, Government of Sindh invites sealed proposals for "[Title]". This assignment will be conducted under open Competitive process pursuant to "Quality and Cost based Selection method" as per Procurement of Consultancy Services under Sindh Public Procurement Rules. The eligibility criteria is as follows:

- i. The educational institute must be registered with relevant Income Tax/ Sales Tax Departments
- ii.
- iii. The educational institute must have minimum 5 years' experience of conducting general HR/Management related trainings.
- iv. The educational institute must have minimum 3 years of conducting relevant training experience in large Govt. / Private Organizations of comparable scale and stature.
- v. The educational institute must be Master Degree Awarding Institute.

The interested bidders may obtain the RFP document(s) from the Procurement Department, Reform Support Unit School Education (Karachi) at below mentioned address or download these documents from SPPRA and RSU websites, www.pprasindh.gov.pk and www.rsu-sindh.gov.pk, respectively against the pay order of Rs.1000/- (non-refundable) in favor of "Reform Support Unit".

The rates quoted must remain valid for a period of **90** (Ninety) days after opening of the proposals. Bid security of not less than **2%** of the bid price in the form of Bank Draft / Pay Order drawn in favor of **SBP BSC** must be accompanied by **Financial Proposal** in sealed envelope.

A Pre-Bid meeting will be held on Thursday **January 19, 2017 at 11:00 am** at Reform Support Unit School Education Department.

Proposals must be delivered to the address below on or before Tuesday **at 11:00 am, 31st January, 2017**. Proposals will be opened in presence of the bidders' representatives who choose to attend at **11:30 am** same day at Reform Support Unit School Education Department.

Procurement & Contract Management Specialist
Reform Support Unit School Education Department.
Address: 47/ E-1, 48th Street, Block-6, PECHS-Karachi
Telephone: 021-34320252 E-mail: jamshedalam48@yahoo.com

Section 2. Instructions to Consultants

Instructions to Consultants	
Definitions	<p>(a) “Procuring Agency (PA)” means the department with which the selected Consultant signs the Contract for the Services.</p> <p>(b) “Consultant” means a professional who can study, design, organize, evaluate and manage projects or assess, evaluate and provide specialist advice or give technical assistance for making or drafting policies, institutional reforms and includes private entities, consulting firms, legal advisors, engineering firms, construction managers, management firms, procurement agents, inspection agents, auditors, international and multinational organizations, investment and merchant banks, universities, research institutions, government agencies, nongovernmental organizations, and individuals.</p> <p>(c) “Contract” means an agreement enforceable by law and includes General and Special Conditions of the contract.</p> <p>(d) “Data Sheet” means such part of the Instructions to Consultants that is used to reflect specific assignment conditions.</p> <p>(e) “Day” means calendar day including holiday.</p> <p>(f) “Government” means the Government of Sindh.</p> <p>(g) “Instructions to Consultants” (Section 2 of the RFP) means the document which provides shortlisted Consultants with all information needed to prepare their Proposals.</p> <p>(h) “LOI” (Section 1 of the RFP) means the Letter of Invitation sent by the procuring agency to the Consultant.</p> <p>(i) “Proposal” means the Technical Proposal and the Financial Proposal.</p> <p>(j) “RFP” means the Request for Proposal prepared by the procuring Agency for the selection of Consultants.</p> <p>(k) “Sub-Consultant” means any person or entity to whom the Consultant subcontracts any part of the Services.</p> <p>(l) “Terms of Reference” (TOR) means the document included in the RFP as Section 5 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the procuring agency and the Consultant, and expected results and deliverables of the assignment.</p>
2. Introduction	<p>2.1 The Procuring agency named in the Data Sheet will select a consulting firm /organization (the Consultant), in accordance with the method of selection specified in the Data Sheet.</p> <p>2.2 The eligible Consultants (shortlisted if so) are invited to submit a Technical Proposal and a Financial Proposal, or a Technical and a Financial Proposal, or a Technical Proposal only, as specified in the Data Sheet. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Consultant.</p> <p>2.3 Consultants should familiarize themselves with rules / conditions and take them into account while preparing their Proposals. Consultants are encouraged to attend a pre-proposal conference if one is specified in the Data Sheet. Attending the pre-proposal conference is, however optional. Consultants may liaise with procuring agency’s representative named in the Data Sheet for gaining better insight into the assignment.</p> <p>2.4 Consultants shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Procuring</p>

	<p>Agency reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultants.</p> <p>2.5 Procuring Agency may provide facilities and inputs as specified in Data Sheet.</p>
3. Conflict of Interest	<p>3.1.1 Consultants are required to provide professional, objective, and impartial advice and holding the Procuring Agency interest paramount. They shall strictly avoid conflict with other assignments or their own corporate interest. Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the Procuring Agency, or that may reasonably be perceived as having such effect. Failure to disclose said situations may lead to the disqualification of the Consultant or the termination of its Contract.</p> <p>3.1.2 Without limitation on the generality of the foregoing, Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:</p> <ul style="list-style-type: none"> (i) A consultant that has been engaged by the procuring agency to provide goods, works or services other than consulting services for a project, any of its affiliates, shall be disqualified from providing consulting services related to those goods, works or services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, any of its affiliates, shall be disqualified from subsequently providing goods or works or services other than consulting services resulting from or directly related to the firm's consulting services for such preparation or implementation. (ii) A Consultant (including its Personnel and Sub- Consultants) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant to be executed for the same or for another Procuring Agency. (iii) A Consultant (including its Personnel and Sub- Consultants) that has a business or family relationship with a member of the Procuring Agency's staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the assignment, (ii) the selection process for such assignment, or (iii) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved.
3.2 Conflicting Relationships	<p>Government officials and civil servants may be hired as consultants only if:</p> <ul style="list-style-type: none"> i. They are on leave of absence without pay; ii. They are not being hired by the agency they were working for, six months prior to going on leave; and iii. Their employment would not give rise to any conflict of interest.
4. Fraud and Corruption	<p>It is Government's policy that Consultants under the contract(s), observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, the Procuring Agency follows the instructions contained in Sindh Public procurement Rules 2010 which defines:</p>

	<p>“ corrupt and fraudulent practices” includes the offering, giving, receiving, or soliciting, directly or indirectly of anything of value to influence the act of another party for wrongful gain or any act or omission ,including misrepresentation, that knowingly or recklessly misleads or attempt mislead a party to obtain a financial or other benefit or to avoid an obligation; Under Rule 35 of SPPR2010, “The PA can inter-alia blacklist Bidders found to be indulging in corrupt or fraudulent practices. Such barring action shall be duly publicized and communicated to the SPPRA. Provided that any supplier or contractor who is to be blacklisted shall be accorded adequate opportunity of being heard”.</p>
5. Integrity Pact	<p>Pursuant to Rule 89 of SPPR 2010 Consultant undertakes to sign an Integrity pact in accordance with prescribed format attached hereto for all the procurements estimated to exceed Rs. 2.5 million. (Annex- A)</p>
6. Eligible Consultants	<p>6.1 If short listing process has been undertaken through REOI, as outlined under Rule 73 and 74 of SPPR2010 for the Contract(s) for which these RFP documents are being issued, those firms - in case of Joint Ventures with the same partner(s) and Joint Venture structure - that had been pre-qualified are eligible.</p> <p>6.2 Short listed consultants emerging from request of Proposal are eligible..</p> <p>6.3 Eligibility Criteria is provided in Data Sheet</p>
7. Eligibility of Sub- Consultants	<p>A shortlisted Consultant would not be allowed to associate with Consultants who have failed to qualify the short listing process.</p>
8. Only one Proposal	<p>Shortlisted Consultants may only submit one proposal. If a Consultant submits or participates in more than one proposal, such proposals shall be disqualified. Participation of the same Sub- Consultant, including individual experts, to more than one proposal is not allowed.</p>
9. Proposal Validity	<p>9.1 The Data Sheet indicates Proposals validity that shall not be more than 90 days in case of National Competitive Bidding (NCB) and 120 days in case of International competitive Bidding (ICB). During this period, Consultants shall maintain the availability of Professional staff nominated in the Proposal. The Procuring Agency will make its best effort to complete negotiations within this period. Should the need arise; however, the Procuring Agency may request Consultants to extend the validity period of their proposals. Consultants who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal, or in their confirmation of extension of validity of the Proposal, Consultants may submit new staff in replacement, who would be considered in the final evaluation for contract award. Consultants who do not agree have the right to refuse to extend the validity of their Proposals.</p> <p>9.2 Consultants shall submit required bid security along with financial proposal defined in the data sheet (which shall not be less than one percent and shall not exceed five percent of bid amount).</p>
10. Clarification and Amendment in RFP Documents	<p>10.1 Consultants may request for a clarification of contents of the bidding document in writing, and procuring agency shall respond to such queries in writing within three calendar days, provided they are received at least five calendar days prior to the date of opening of proposal. The procuring agency shall communicate such response to all parties who have</p>

	<p>obtained RFP document without identifying the source of inquiry. Should the PA deem it necessary to amend the RFP as a result of a clarification, it shall do so.</p> <p>10.2 At any time before the submission of Proposals, the Procuring Agency may amend the RFP by issuing an addendum/ corrigendum in writing. The addendum shall be sent to all Consultants and will be binding on them. Consultants shall acknowledge receipt of all amendments. To give Consultants reasonable time in which to take an amendment into account in their Proposals the Procuring Agency may, if the amendment is substantial, extend the deadline for the submission of Proposals.</p>
11. Preparation of Proposals	<p>11.1 In preparing their Proposal, Consultants are expected to examine in detail the documents comprising the RFP. Material deficiencies (deviation from scope, experience and qualification of personnel) in providing the information requested may result in rejection of a Proposal.</p> <p>11.2 The estimate number of professional staff months or the budget required for executing the assignment should be shown in the data sheet, but not both. However, proposal shall be based on the professional staff month or budget estimated by the consultant.</p>
12. Language	<p>The Proposal as well as all related correspondence exchanged by the Consultants and the Procuring Agency shall be written in English. However, it is desirable that the firm's Personnel have a working knowledge of the national and regional languages of Islamic Republic of Pakistan.</p>
13. Technical Proposal Format and Content	<p>13.1 While preparing the Technical Proposal, consultants must give particular attention to the following:</p> <ul style="list-style-type: none"> (i) If a consultant considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other firms or entities in a joint venture or sub-consultancy, as appropriate. The international consultants are encouraged to seek the participation of local consultants by entering into a joint venture with, or subcontracting part of the assignment to, national consultants. (ii) For assignments on a staff-time basis, the estimated number of professional staff-months is given in the Data Sheet. The proposal shall, however, be based on the number of professional staff-months estimated by the firm. For fixed-budget-based assignments, the available budget is given in the Data Sheet, and the Financial Proposal shall not exceed this budget. (iii) It is desirable that the majority of the key professional staff proposed be permanent employees of the firm or have an extended and stable working relationship with it. (iv) Proposed professional staff must, at a minimum, have the experience indicated in the Data Sheet, preferably working under similar geographical condition. (v) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) shall be submitted for each position. <p>13.2 The Technical Proposal shall provide the following information using the attached Standard Forms (Section 3):</p> <ul style="list-style-type: none"> (i) A brief description of the consultant organization and an outline of recent experience on assignments (Section 3B) of a similar nature. For

	<p>each assignment, the outline should indicate, <i>inter alia</i>, the profiles of the staff, duration of the assignment, contract amount, and firm's involvement.</p> <ul style="list-style-type: none"> (ii) Any comments or suggestions on the Terms of Reference and on the data, a list of services, and facilities to be provided by the PA (Section 3C). (iii) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing (Section 3E). (iv) CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal (Section 3F). Key information should include number of years working for the consultant and degree of responsibility held in various assignments during the last (PA may give number of years as per their requirement) years. (v) Estimates of the total staff input (professional and support staff; staff time) needed to carry out the assignment, supported by bar chart diagrams showing the time proposed for each professional staff team member (Sections 3E and 3G). (vi) A detailed description of the proposed methodology, work plan for performing the assignment, staffing, and monitoring of training, if the Data Sheet specifies training as a major component of the assignment (Section 3D). (vii) Any additional information requested in the Data Sheet. <p>13.3 The Technical Proposal shall provide the following information using the attached Standard Forms (Section 3)</p>
<p>14. Financial Proposals</p>	<p>14.1 The Financial Proposal shall be prepared using the attached Standard Forms (Section 4). It shall list all costs associated with the assignment, including (a) remuneration for staff (in the field and at the Consultants' office), and (b) reimbursable expenses indicated in the Data Sheet (if applicable). Alternatively Consultant may provide their own list of cost. If appropriate, these costs should be broken down by activity. All activities and items described in the Technical Proposal must be priced separately; activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.</p>
<p>15. Taxes</p>	<p>15.1 The Consultant will be subject to all admissible taxes including stamp duty and service charges at a rate prevailing on the date of contract agreement unless exempted by relevant tax authority.</p>
<p>16. Submission, Receipt, and Opening of Proposals</p>	<p>16.1 Proposal shall contain no interlineations or overwriting. Submission letters for both Technical and Financial Proposals should respectively be in the format of TECH-1 of Section 3, and FIN-1 of Section 4. All pages of the original Technical and Financial Proposals will be initialed by an authorized representative of the Consultants (Individual Consultant). The authorization shall be in the form of a written power of attorney accompanying the Proposal</p> <p>16.2 All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs.</p> <p>16.3 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL" Similarly, the original Financial Proposal (if required under the selection method</p>

	<p>indicated in the Data Sheet) shall be placed in a sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by name of the assignment, and with a warning "DO NOT OPEN WITH THE TECHNICAL PROPOSAL." If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.</p> <p>16.4 The Proposals must be sent to the address indicated in the Data Sheet and received by the PA no later than the time and the date indicated in the Data Sheet, or any extension to this date. Any proposal received by the PA after the deadline for submission shall be returned unopened. In order to avoid any delay arising from the postal or PA's internal dispatch workings, Consultants should ensure that proposals to be sent through couriers should reach a day before the deadline for submission.</p>
17. Proposal Evaluation	<p>17.1 From the time the Proposals are opened to the time the Contract is awarded, the Consultants should not contact the PA on any matter related to its Technical and/or Financial Proposal. Any effort by Consultants to influence the PA in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Consultants' Proposal. Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.</p>
18. Evaluation of Technical Proposals	<p>18.1 The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet. Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it fails to achieve the minimum technical score indicated in the Data Sheet. In the case of Quality-Based Selection, Selection Based on Consultant's Qualifications, and Single-Source Selection, the highest ranked consultant or firm selected on a single-source basis is invited to negotiate its proposal and the contract on the basis of the Technical Proposal and the Financial Proposal submitted.</p> <p>Public Opening and Evaluation of Financial Proposals: (LCS , QCBS, and Fixed Budget Selection Methods Only)</p> <p>18.2 After the technical evaluation is completed, the PA shall notify in writing Consultants that have secured the minimum qualifying marks, the date, time and location, allowing a reasonable time, for opening the Financial Proposals. Consultants' attendance at the opening of Financial Proposals is optional. Financial proposals of those consultants who failed to secure minimum qualifying marks shall be returned un-opened.</p>
19. Evaluation of Financial Proposals	<p>19.1 Financial Proposals shall be opened publicly in the presence of the Consultants' representatives who choose to attend. The name of the Consultants and the technical scores of the Consultants shall be read aloud. The Financial Proposal of the Consultants who met the minimum qualifying mark will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded. Copy of the record shall be sent to all Consultants.</p> <p>19.2 The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures the formers</p>

	<p>will prevail. In addition to the above corrections, activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.</p> <p>19.3 In case of Least Cost Selection LCS Method, the bid found to be the lowest evaluated bid shall be accepted</p> <p>19.4 In case of Quality and Cost Based Selection QCBS Method the lowest evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P= the weight given to the Financial Proposal; T + P = 1) indicated in the Data Sheet: $S = St \times T\% + Sf \times P\%$. The firm achieving the highest combined technical and financial score will be invited for negotiations.</p> <p>19.5 In the case of Fixed-Budget and Quality Based Selection, the Procuring Agency will select the firm that submitted the highest ranked Technical Proposal.</p>
20. Negotiations	20.1 Negotiations will be held at the date and address indicated in the Data Sheet. The invited Consultant will, as a pre-requisite for attendance at the negotiations, confirm availability of all Professional staff. Failure in satisfying such requirements may result in the PA proceeding to negotiate with the next-ranked Consultant. Representatives conducting negotiations on behalf of the Consultant must have written authority to negotiate and conclude a Contract.
21. Technical Negotiations	21.1 Technical Negotiations will include a discussion of the Technical Proposal, the proposed technical approach and methodology, work plan, organization and staffing, and any suggestions made by the Consultant to improve the Terms of Reference. The PA and the Consultants will finalize the Terms of Reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Contract as "Description of Services". Minutes of negotiations, which will be signed by the PA and the Consultant, will become part of Contract Agreement.
22. Financial Negotiations	20.1 If applicable, it is the responsibility of the Consultant, before starting financial negotiations, to contact the local tax authorities to determine the tax amount to be paid by the Consultant under the Contract. The financial negotiations will include a clarification (if any) of the firm's tax liability, and the manner in which it will be reflected in the Contract; and will reflect the agreed technical modifications in the cost of the services. Consultants will provide the PA with the information on remuneration rates described in the Appendix attached to Section 4 (i.e. Financial Proposal - Standard Forms of this RFP).
23. Availability of Professional staff/experts	23.1 Having selected the Consultant on the basis of, among other things, an evaluation of proposed Professional staff, the PA expects to negotiate a Contract on the basis of the Professional staff named in the Proposal. Before contract negotiations, the PA will require assurances that the Professional staff will be actually available. The PA will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or for reasons such as death or medical incapacity. If this is not the case

	<p>and if it is established that Professional staff were offered in the proposal without confirming their availability, the Consultant may be disqualified. Any proposed substitute shall have equivalent or better qualifications and experience than the original candidate and be submitted by the Consultant within the period of time specified in the letter of invitation to negotiate</p>
<p>24. Award of Contract</p>	<p>24.1 After completing negotiations, the Procuring Agency shall award the Contract to the selected Consultant and within seven of the award of contract, Procuring Agency shall publish on the website of the Authority and on its own website, if such a website exists, the result of the bidding process, identifying the bid through procuring identifying number, if any and the following information, evaluation report, form of contract and letter of award, bill of quantity or schedule of requirement, as the case may be.</p> <p>24.2 After publishing of award of contract consultant required to submit a performance security at the rate indicated in date sheet.</p> <p>24.3 The Consultant is expected to commence the assignment on the date and at the location specified in the Data Sheet</p>
<p>25. Confidentiality</p>	<p>Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Consultants who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Consultant of confidential information related to the process may result in the rejection of its Proposal.</p>

Section 3. Data Sheet

Data Sheet	
1.1	Name of the Assignment is: <i>HIRING OF AN EDUCATIONAL INSTITUTE TO DEVELOP A MANUAL AND PROVIDE TRAINING TO MASTER TRAINERS AND SUPERVISE TRAINING TO NEWLY RECRUITED HEADMASTERS / HEADMISTRESSES</i> The Name of the PA's official (s): Reform Support Unit Address: 47/ E-1, 48 th Street, Block-6, PECHS-Karachi Telephone: 021-34320252 E-mail: faisal100@hotmail.com
1.2	The method of selection is: QCBS (70:30) Technical weightage is 70% and Financial weightage is 30% The Edition of the Guidelines is: SPPRA 2010 amended in 2013
1.3	Financial Proposal to be submitted together with Technical Proposal: Yes (✓)
1.4	The PA will provide the following inputs and facilities: N.A
1.5	The Proposal submission address is: 47/ E-1, 48 th Street, Block-6, PECHS-Karachi Proposals must be submitted no later than the following date and time: Date: Monday 31 st October, 2016 at 16.00 hours local time
1.6	Expected date for commencement of consulting services is: March-2017 at: 47/ E-1, 48 th Street, Block-6, PECHS-Karachi
1.9	Proposals must remain valid for Ninety (90) days after submission date.
5.1	Consultant undertake to sign Integrity Pact for the procurement estimated to exceed Pak Rs.2.5 million.
6.1	Shortlisted Consultants may associate with other shortlisted Consultants: No (✓)
6.3	<u>Eligibility Criteria:</u> i. The educational institute must be registered with relevant Income Tax/ Sales Tax Departments ii. The educational institute must have minimum 5 years' experience of conducting general HR/Management related trainings. iii. The educational institute must have minimum 3 years of conducting relevant training experience in large Govt. / Private Organizations of comparable scale and stature. iv. The educational institute must be Master Degree Awarding Institute
10.1	Clarifications may be requested not later than five (05) days before the submission date. The address for requesting clarifications is: 47/ E-1, 48 th Street, Block-6, PECHS-Karachi E-mail: irshad.siddiqui393@yahoo.com & sikandermangi@gmail.com
11.2	The estimated number of professional staff-months required for the assignment is: 4 (Four) Months
12	The Proposal as well as all related correspondence exchanged by the Consultants and the Procuring Agency shall be written in English However it is desirable that the firm's Personnel have a working knowledge of the national and regional languages of Islamic Republic of Pakistan.

13.1	<p>Evaluation of Proposals will be carried out in accordance to the score based Evaluation Criteria provided in Request for Proposal document SECTION-V.</p> <p>The Original Bid shall comprise a single sealed package containing two separate sealed envelopes. Each envelope shall contain separately the financial proposal and the technical proposal. The inner envelopes shall be marked as “ORIGINAL TECHNICAL PROPSAL” and “ORIGINAL FINANCIAL PRPOSAL” in bold letters. In a same manner Copy of Bid will also be provided in another single sealed package containing two separate sealed envelopes. The inner envelopes shall be marked as “COPY OF TECHNICAL PROPOSAL” and “COPY OF FINANCIAL PROPOSAL” in bold letters. The outer envelope shall be addressed to the Purchaser at the address given in the BDS, and carry statement “DO NOT OPEN BEFORE [time and date].The content of the technical and financial proposals are mentioned in BDS.</p> <p>Following should be the contents of the Technical Proposal Envelope: Form-I-A of Section IV – Bid Form: duly filled in and signed. Form-I of Section V – Bidder Eligibility /Qualification Criteria: attach the evidence and reference documents Form-II of Section V – Technical Compliance: attach the evidence and reference documents</p> <p>Following should be the contents of the Financial Proposal Envelope: Form-I-B of Section IV – Bid form with Financials: duly filled and signed. Form-II of Section IV – Price Schedule in Pak. Rupees: duly filled and signed. Form-III of Section IV - Bid Security Form (Bank Guarantee): duly filled and signed or Earnest Money in shape of Demand Draft/Payment Order.</p>
14.1	It is a Lumsum Contract
15.1	Amounts under the contract to be subject to: Direct or Indirect Taxes payable by the Consultants: YES (✓) Consultants shall be subject to income tax in accordance with the Islamic Republic of Pakistan legislation, and the client will deduct such taxes at source.
16.2	Consultant must submit one (01) original and one (01) copy of the Technical Proposal and Financial Proposal
20.1	Expected date and address for contract negotiations:March-2017, 2016 Address: 47/ E-1, 48 th Street, Block-6, PECHS-Karachi
24.2	Successful consultant is required to submit performance security in form of pay order, demand draft or bank guarantee @5% of contractual amount

Section IV. Terms of Reference and Forms

TORs FOR HIRING AN EDUCATIONAL INSTITUTE TO DEVELOP A MANUAL AND PROVIDE TRAINING TO MASTER TRAINERS AND SUPERVISE TRAINING NEWLY RECRUITED HEADMASTERS / HEADMISTRESSES

Background of the Assignment:

Government of Sindh, School Education Department is at the final stage to induct approximately 1,000 Headmasters/Headmistresses (HMs) on school specific, merit and need based criteria. To make all the HMs' competencies as per professional standards, the School Education Department will carry out induction training of all recruited HMs, providing them comprehensive training about Administrative Management, Financial Management, Planning & Development Management, Academic Management strategies and methodologies in School Management Practices and relevant rules and regulation. This will be done in 2 phases:

- a) Training of Master Trainers
- b) Training of Headmasters/Headmistress

This document is prepared to obtain the services of Educational institute for the completion of following deliverables

- i. Developing Training Manual based on Sindh Education Sector Management (SESM)
- ii. Training of 60 Master Trainers (Training of Trainers)
- iii. Supervision role of training to 1000 Headmasters/Headmistresses (HMs) provided by Master Trainer
- iv. Project Completion Report

Timeframe

The period of the engagement for this consultancy is approx. 120 Days starting from MARCH 2017. (please note the start/end date of the assignment may change due to unavoidable circumstances in which case a revised timeframe will be drawn up with the mutual agreement of both parties)

SCOPE OF THE ASSIGNMENT

- i. Developing Training Manual based on Sindh Education Sector Management (SESM)
- ii. Training of Master Trainers
- iii. Supervision of training to 1000 Headmasters/Headmistresses (HMs) provided by Master Trainer

Master Trainers which will be trained by the selected service provider ie Educational Institute shall provide induction training to 1000 HMS. The service provider ie Educational Institute shall play supervisory role during the Induction Training to 1000 HMs at following six regional places;

1. Karachi
 2. Hyderabad
 3. Larkana
 4. Sukkur
 5. Shaheed BeNazirabad
 6. MirpurKhas
- iv. Project Completion Report

S.No	Required Service	Based on Document	Areas/ of Training
1	Developing Training Manual for HMs/HTs	1)Modules to facilitate HMs in School Management based on 8 modules of SESM 2)Any other skill related to HM Training	<ul style="list-style-type: none"> • Administrative Management • Financial Management • Planning & Development • Academic Management strategies and methodologies • School Management Practices relevant rules and regulation
2	Training of Master Trainers – (60MTs)	Training Manual for HMs	As above
3	Supervision of Training to 1000 Headmasters/Headmistresses (HMs) provided Master Trainer	Training Manual for HMs	As Above
4	Project Completion Report		

This Consultancy/ Project is Deliverable Based and Time Bound and the Firm/Institute is expected to provide the services on the following Terms of References:

- Develop Training Manual for HMs induction training (face-to-face) based on SESM, Administrative Management, Financial Management, Planning & Development & Strategic Management, Academic (Resource, Communication skills, Pedagogical skills) Management, Rules and Regulations (financial & administrative as per Government) etc and job guidelines.
- Develop Training Resource Material for Training of Master Trainers (Face to Face training program).
- Develop a detailed Work Plan including agenda, method of delivery, teaching aids, hand-outs and evaluation forms based on the resource material and in line with job guidelines of HMs.

- The material should be comprehensive and user friendly so that it can be replicated by the School Education Department for future trainings.
- Develop pre-training and post-training assessment plan and tools, for Face to Face induction training programs to assess the performance of the participants and submit a detailed report to the School Education Department on the performance of each participant.
- The firm/organization/institute will also develop an orientation plan for the Master Trainers to:
 - An "Induction Training Plan" that the Trainers will adopt to deliver training to HMs, and
 - An "Assessment Tool" that will be used by the Trainers for HMs Training
- Deliver Master Trainer Training at venues as agreed with School Education Department.
- Analyze and share training success report along with follow up plan.

Performance Indicators/ Deliverable with Time line:

<i>S. No:</i>	<i>Deliverable Outputs</i>	<i>Timescale</i>
1	1. Complete Training Manual based on SESM with all the required tools, forms, hand-outs and support material to be used during ToT and HMs Induction Training along with set of Pre and Post Assessment Tool for the ToTs and HMs Induction Training. 2. 1500 Hard Bind sets of printed copies of approved Training Manual	70 days after the signing of contract
2	Conduct a Training of Trainers (ToTs) for 60 Master Trainers of the province and provision of Report regarding Training of Trainers,	20 Days after the Training Manual is approved
4	Report regarding supervision of training to 10 Headmasters/Headmistresses (HMs) provided by Master Trainer	15 Days after the training
5	Project Completion Report	15 Working Days after the completion of Induction Training of HMs

Payment Schedule/ Milestone:

S. No	Activity	Payment %
1	Approved Training Manual based on SESM 1500 Hard Bind sets of printed copies of approved Training Manual 1500 Sets of Pre and Post Assessment Tool for the ToTs and HMs. Induction Training.	40
2	Report of ToT on Induction Training of HMs based on Pre and Post Assessment Analysis	20
3	Report of Induction Training of HMs based on Pre and Post Assessment Analysis	20
4	Project Completion Report	20

Form I-A
Bid Form
(Duly filled and signed)

Date: _____

To:

The Chief Program Manager
Reform Support Unit:
Education Department Govt.of Sindh
47/ E-1, 48th Street, Block-6,
PECHS-Karachi

Dear Sir:

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver the required item or services in conformity with the said bidding documents as may be ascertained in accordance with the Technical Proposal and Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the services in accordance with the schedule specified in the Technical Requirements and Specifications.

If our Bid is accepted, we will obtain the guarantee of a bank in a sum equivalent to [Publish Date]percent of the Contract Price for the due performance of the Contract, in the form prescribed by the Purchaser.

We agree to abide by this Bid for a period of **120 days** from the date fixed for Bid opening under Clause 14 of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this _____ day of _____ 2017 ____.

[Seal & signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

Form I-B

(Duly filled and signed)

(to be submitted with Financials)

Date: _____

To:

Procurement & Contract Management Specialist

Reform Support Unit:

Education Department Govt.of Sindh

47/ E-1, 48th Street, Block-6,

PECHS-Karachi

Dear Sir:

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver the required item in conformity with the said bidding documents for the sum of **[total bid amount in words and figures]** or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we will obtain the guarantee of a bank in a sum equivalent to **five (5) percent** of the Contract Price for the due performance of the Contract, in the form prescribed by the Purchaser.

We agree to abide by this Bid for a period of **90 days** from the date fixed for Bid opening under Clause 16 of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this _____ day of _____ 2017.

[Seal & signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of,

Form-II
Price Schedule in Pak Rupees
(on Service Provider's Letter Head)

Name of Bidder _____. [Company]

3	Description of Deliverables	Consultancy charges (Rs.)	Applicable Tax(s) (if any)	Total charges (inclusive of applicable tax) (Rs.)
4	Lump sum charges for entire deliverables as mentioned, detailed, specified and stipulated in Terms of Reference			

Note:

Only applicable / lawful tax/s should be applied / charged in tax column above. No other payment shall be made by the Purchaser on any grounds whatsoever except the above quoted rates. Any duty or tax imposed or reduced / withdrawn by the government shall be included / adjusted to the quoted rates.

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Bidder: _____

Address: _____

Form III

Bid Security Form (Bank Guarantee).

[insert: Bank's Name, and Address of Issuing Branch or Office]

Beneficiary: *[insert: Name and Address of Beneficiary]*

Date: *[insert: date]*

BID GUARANTEE No.: *[insert: Bid Guarantee Number]*

We have been informed that *[insert: name of the Bidder]* (hereinafter called "the Bidder") has submitted to you its bid dated *[insert: bid date]* (hereinafter called "the Bid") for the execution of *[insert: name of contract]* under sikender mangi No. *[insert: [Company] number]* ("the [Company]").

Furthermore, we understand that, according to your conditions, bids must be supported by a bid guarantee.

At the request of the Bidder, we *[insert: name of bank]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[insert: amount in figures]* (*[insert: amount in words]*) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

- (a) has withdrawn its Bid during the period of bid validity specified by the Bidder in the Form of Bid; or
- (b) does not accept the correction of errors in accordance with the Instructions to Bidders (hereinafter "the ITB") of the [Company]; or
- (c) having been notified of the acceptance of its Bid by the Purchaser during the period of bid validity, (i) fails or refuses to execute the Contract Form, if required, or (ii) fails or refuses to furnish the performance security, in accordance with the ITB.

This guarantee will expire: (a) if the Bidder is the successful bidder, upon our receipt of copies of the contract signed by the Bidder and the performance security issued to you upon the instruction of the Bidder; or (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder of the name of the successful bidder; or (ii) twenty-eight days after the expiration of the Bidder's bid.

Consequently, any demand for payment under this guarantee must be received by us at the office on or before that date.

[signature(s)]

(Printed name and title) (Printed name and title)

Section V. Evaluation Criteria

The bidders' minimum Eligibility/Qualification will be ascertained totally on Score based method as per Bidders Eligibility/Qualification Criteria .

Minimum technical score required to qualify for next phase of opening of Financial Proposals is 70 points.

Total score will be determined after weighing the Technical Proposals & Financial Proposals by adding both scores as per the formula and Instructions contained in the Bid Data Sheet (26.1). The Consultant/firm obtaining the highest combined technical & financial score (Winning Consultant) will be awarded the contract.

Note: In case two or more firms/ Consultants secure same combined score, the firm/ consultant with highest technical score will be awarded the contract

Form I
Bidder Eligibility /Qualification Criteria

EVALUATION CRITERIA		Max. Points	Means of Verification
I. Experience of firm:		10	
a.	Educational Institute's experience of conducting HR/ Management training to organization similar scale: 1 year= 2.5 points Maximum points= 10	10	Copies of contract/ NOA/ PO of completed assignments / Sufficient documentary proof
II. Specific Experience		30	
a.	Educational Institute's experience in related assignments of making training manual and providing training to HMs of organizations of similar scale 1 assignment = 05 points; Maximum points= 15	15	Copies of contract/ NOA/ PO of completed assignments / Sufficient documentary proof
b.	Educational Institute's experience in related assignments of making training manual and providing training to teachers of organizations of similar scale 1 assignment = 05 points; Maximum points= 15	15	
III. Work Plan & Methodology:		30	
a.	Proposed methodology & work plan Clearly defined=30; Defined=25; Average: 15; Not clear=0	30	Thoroughly explained and in depth work plan and schedule addressing all steps listed in TORs
IV. Team Leader		15	
a.	Educational Qualification: (PhD= 05, Masters= 04, Below Masters = 0	05	Detailed CV on bidders letter head
b.	Experience of handling General HR/ Management trainings for organizations of similar scale and complexity. 1 assignment= 2.5 point Maximum points = 10	10	Details on bidders letter head mentioning the exercises /activities performed in each assignment
V. Team members (Minimum 03 team members are required and score will be assigned to proposed members on average basis if the proposed team exceeds 03 members)		15	
a.	Educational Qualification:(PhD= 05, Masters= 04, Bachelors=03, Below Bachelors= 0)	05	Detailed CVs on bidders letter head
b.	Experience of handling General HR/ Management trainings for organizations of similar scale and complexity. 1 assignment= 2.5 point	10	Details on bidders letter head mentioning the exercises

Maximum points = 10		/activities performed in each assignment
	TOTAL	100

Minimum technical score (St) required to qualify for next phase of opening of Financial Proposals is **70** points.

Points

Minimum technical score required to qualify for next phase of opening of Financial Proposals is **70** points

The lowest evaluated Financial Proposal (Fm) will be given maximum financial score (**Sf**) of 100.

The formula for determining the financial scores (**Sf**) of other Proposals is as follows:

Sf = 100 x Fm/F, in which “**Sf**” is the financial score, “**Fm**” is the lowest price, and “**F**” is the price of the proposal under calculation.

The weights assigned to Technical (T) and Financial (P) Proposals are:

$$T = 70\%$$

$$P = 30\%$$

Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as follows:

$$S = St \times T\% + Sf \times P\%$$

Note:

- 1- *In case two or more firms/ Consultants secure same combined score, the firm/ consultant with highest technical score will be awarded the contract.*
- 2- *If required by the Purchaser, the bidders may be called to present their Work Plan and Methodology to the Evaluation Committee. In this regard, Purchaser will not provide any compensation (TA / DA etc.).*

Standard Format of CVs

Name: Mr. / Ms. _____			
Qualification	PhD.	Name of university	Year of completion
	Master	Name of university / institute	-Do-
	Bachelor	-Do-	-Do-
	Any other certificates / diplomas etc.	-Do-	-Do-
Employment record	Name of firms worked for (most recent on top)	Title in the firm	Duration (from ___ to ___)
	Name of firms worked for (most recent on top)	-Do-	-Do-
	Name of firms worked for (most recent on top)	-Do-	-Do-
Experience relevant to current procurement	Name of assignment 1	Description, (mention name of client, duration of the assignment and a brief description about the project, your responsibilities)	
	Name of assignment 2	-Do-	
	Name of assignment 3 (and so on....)	-Do-	
General Experience (overall experience)	Title of the assignment 1	-Do-	
	Title of assignment 2 (and so on....)	-Do-	

Note: Please mention all of your details as per this format. Keep the most relevant information on top

Form II
Technical Compliance

S:No	Description	Bidder Response (Yes/No)
1	Compliance of all the requirements as mentioned, detailed and specified in Appendix-A & B – Description of Services, Performance Specifications & Terms of Reference (TORs).	

Seal and Signature of Bidder : _____

Section VI. Contract Form

Form of Contract

This CONTRACT (hereinafter called the "Contract") is made the [day] day of the month of [month], [year], between on the one hand, [name of Purchaser] (hereinafter called the "Purchaser") and, on the other hand, [name of Service Provider] (hereinafter called the "Service Provider").

[*Note: In the text below text in brackets is optional; all notes should be deleted in final text. If the Service Provider consist of more than one entity, the above should be partially amended to read as follows: "...(hereinafter called the "Purchaser") and, on the other hand, a joint venture consisting of the following entities, each of which will be jointly and severally liable to the Purchaser for all the Service Providers' obligations under this Contract, namely, [name of Service Provider] and [name of Service Provider] (hereinafter called the "Service Provider").*]

WHEREAS

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

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:
 - (a) The General Conditions of Contract;
 - (b) The Special Conditions of Contract;
 - (c) Terms of Reference
 - (d) The following Appendices;
 - Appendix A —Description of the Services/ Terms of Reference
 - Appendix B—Performance Specifications & Activity Schedule
 - Appendix C—Services and Facilities Provided by the Reform Support Unit
 - Appendix D—Key Personnel Names
 - Appendix E —Breakdown of the Contract Price
 - Appendix F—Schedule of Payments
 - Appendix G—Service Provider's Bid
 - Appendix H—Notification of Award
 - Appendix I- Letter of Acceptance
 - Appendix J —Performance Security
 - Appendix K—Integrity Pact
2. The mutual rights and obligations of Reform Support Unit and the Service Provider shall be as set forth in the Contract, in particular:

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

• IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Sign and seal, (for the Purchaser):

Witness 1:

Witness 2:

Sign and seal, (for the Service Provider):

Witness 1:

Witness 2:

General Conditions of Contract

1. General Provisions

1.1 Definitions	<p>Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:</p> <ul style="list-style-type: none">(a) “Description of Services”, “Performance Specification” and “Activity Schedule” are the required Services listed to be performed by the Service Provider forming part of his/her Bid;(b) “Purchaser” means the Reform Support Unit(c) “Completion Date” means the date of completion of the Services by the Service Provider as certified by the Purchaser(d) “Contract” means the Contract signed by the Parties, to which these General Conditions of Contract (GCC) are attached, together with all the documents listed in Clause 1 of such signed Contract;(e) “Contract Price” means the price to be paid for the performance of the Services, in accordance with Clause 6;(f) “Day works” means varied work inputs subject to payment on a time basis for the Service Provider’s employees and performance.(g) “GCC” means these General Conditions of Contract;(h) “Government” means the Government of Sindh(i) “Member,” in case the Service Provider consist of a joint venture of more than one entity, means any of these entities; “Members” means all these entities, and “Member in Charge” means the entity specified in the SSC to act on their behalf in exercising all the Service Provider’ rights and obligations towards the Purchaser under this Contract;(j) “Party” means Reform Support Unit or the Service Provider, as the case may be, and “Parties” means both of them;(k) “Personnel” means persons hired by the Service Provider or by any Subcontractor as employees and assigned to the performance of the Services or any part thereof;(l) “Service Provider” is a person or corporate body whose Bid to provide the Services has been accepted by purchase;(m) “Service Provider’s Bid” means the completed bidding document submitted by the Service Provider to the Purchaser(n) “SCC” means the Special Conditions of Contract by which the GCC may be amended or supplemented;
------------------------	---

	<p>(o) "Specifications" means the specifications of the service included in the bidding document submitted by the Service Provider to the Purchaser</p> <p>(p) "Services" means the work to be performed by the Service Provider pursuant to this Contract, as described in Appendix A, B and C; and in the Specifications and Terms of Reference.</p> <p>(q) "Subcontractor" means any entity to which the Service Provider subcontracts any part of the Services in accordance with the provisions of Clauses 3.5 and 4.</p>
1.2 Applicable Law	The Contract shall be interpreted in accordance with the laws of the Government
1.3 Language	This Contract has been executed in English, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.
1.4 Notices	Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram, or facsimile to such Party at the address specified in the SCC.
1.5 Location	The Services shall be performed at the specified locations by the Purchaser, in the specifications and, where the location of a particular task is not so specified, at such locations, whether in the Government's country or elsewhere, as the Purchaser may approve.
1.6 Authorized Representatives	Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Purchaser or the Service Provider may be taken or executed by the officials specified in the SCC.
1.7 Inspection and Audit by the Purchaser	The Service Provider shall permit the purchaser to inspect its accounts and records relating to the performance of the Services and to have them audited by auditors appointed by accordingly.
1.8 Taxes and Duties	The Service Provider, Subcontractors, and their Personnel shall pay such taxes, duties, fees, and other impositions as may be levied under the Applicable Law, the amount of which is deemed to have been included in the Contract Price.

2. Commencement, Completion, Modification, and Termination of Contract

2.1 Effectiveness of Contract	This Contract shall come into effect on the date the Contract is signed by both parties and such other later date as may be stated in the SCC.
--------------------------------------	--

2.2 Commencement of Services	The Service Provider shall start carrying out the Services thirty (30) days after the date the Contract becomes effective, or at such other date as may be specified in the SCC
2.3 Intended Completion Date	Unless terminated earlier pursuant to Clause 2.6, the Service Provider shall complete the activities by the Intended Completion Date, as is specified in the SCC. If the Service Provider does not complete the activities by the Intended Completion Date, it shall be liable to pay liquidated damage as per Sub-Clause 3.8. In this case, the Completion Date will be the date of completion of all activities.
2.4 Modification	Modification of the terms and conditions of this Contract, including any modification of the scope of the Services or of the Contract Price, may only be made by written agreement between the Parties.
2.5 Force Majeure	
2.5.1 Définition	For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Party and which makes a Party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.
2.5.2 No Breach of Contract	The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.
2.5.3 Extension of Time	Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.
2.6 Termination	
2.6.1 By the Purchaser	The Purchaser may terminate this Contract, by not less than thirty (30) days written notice of termination to the Service Provider, to be given after the occurrence of any of the events specified in paragraphs (a) through (f) of this Clause 2.6.1 and sixty (60) days' in the case of the event referred to in (g): (a) if the Service Providers do not remedy a failure in the performance of their obligations under the Contract, within thirty (30) days after being notified or within any further period as the Purchaser may have subsequently approved in writing; (b) if the Service Provider become insolvent or bankrupt;

	<p>(c) if, as the result of Force Majeure, the Service Provider/s are unable to perform a material portion of the Services for a period of not less than sixty (60) days; or</p> <p>(d) if the Service Provider/s, in the judgment of the Purchaser has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.</p> <p>(e) if the Service Provider does not maintain a Performance Guarantee in accordance with Clause 3.9;</p> <p>(f) if the Service Provider has delayed the completion of the Services by the number of days for which the maximum amount of liquidated damages can be paid in accordance with Sub-Clause 3.8.1 and the SCC.;</p> <p>(g) if the purchaser, in its sole discretion, decides to terminate this Contract.</p>
2.6.2 By the Service Provider	<p>The Service Provider may terminate this Contract, by not less than thirty (30) days written notice to the Purchaser, such notice to be given after the occurrence of any of the events specified in following paragraph of this Clause 2.6.2:</p> <p style="padding-left: 40px;">If the Purchaser fails to pay any monies due to the Service Provider pursuant to this Contract and not subject to dispute pursuant to Clause 7 within forty-five (45) days after receiving written notice from the Service Provider that such payment is overdue</p>
2.6.3 Payment upon Termination	<p>Upon termination of this Contract pursuant to Clauses 2.6.1 or 2.6.2, the Purchaser shall make the following payments to the Service Provider:</p> <p>(a) remuneration pursuant to Clause 6 for Services satisfactorily performed prior to the effective date of termination;</p> <p>(b) except in the case of termination pursuant to paragraphs (a), (b), (d), (e), (f) of Clause 2.6.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract.</p>

3. Obligations of the Service Provider

3.1 General	<p>The Service Providers shall perform the Services in accordance with the Specifications and the Terms of Reference, and carry out their obligations with all due diligence, efficiency, and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe methods. The Service Providers shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the Purchaser, and shall at all times support and safeguard the</p>
--------------------	---

	Purchaser's legitimate interests in any dealings with Subcontractors or third parties.
3.2 Conflict of Interests	
3.2.1 Service Provider Not to Benefit from Commissions and Discounts.	The remuneration of the Service Providers pursuant to Clause 6 shall constitute the Service Providers' sole remuneration in connection with this Contract or the Services, and the Service Providers shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Service Providers shall use their best efforts to ensure that the Personnel, any Subcontractors, and agents of either of them similarly shall not receive any such additional remuneration.
3.2.2 Service Provider and Affiliates Not to be Otherwise Interested in Project	The Service Providers agree that, during the term of this Contract and after its termination, the Service Providers and their affiliates, as well as any Subcontractor and any of its affiliates, shall be disqualified from providing goods, works, or Services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.
3.2.3 Prohibition of Conflicting Activities	Neither the Service Providers nor their Subcontractors nor the Personnel shall engage, either directly or indirectly, in any of the following activities: <ul style="list-style-type: none"> (a) during the term of this Contract, any business or professional activities in the Islamic Republic of Pakistan which would conflict with the activities assigned to them under this Contract; (b) during the term of this Contract, neither the Service Provider nor their Subcontractors shall hire public employees in active duty or on any type of leave, to perform any activity under this Contract; (c) after the termination of this Contract, such other activities as may be specified in the SCC.
3.3 Confidentiality	The Service Providers, their Subcontractors, and the Personnel of either of them shall not, either during the term or within two (2) years after the expiration of this Contract, disclose any proprietary or confidential information relating to the Project, the Services, this Contract, or the Purchaser's business or operations without the prior written consent of the Purchaser.
3.4 Insurance to be taken out by the Service Providers	The Service Providers (a) shall take out and maintain, and shall cause any Subcontractors to take out and maintain, at their (or the Subcontractors', as the case may be) own cost but on terms and conditions approved by the Purchaser, insurance against the risks, and for the coverage, as shall be specified in the SCC.

3.5 Service Providers' Actions Requiring Purchaser's Prior Approval	<p>The Service Providers shall obtain the Purchaser's prior approval in writing before taking any of the following actions:</p> <ul style="list-style-type: none"> (a) entering into a subcontract for the performance of any part of the Services, (b) appointing such members of the Personnel not listed by name ("Key Personnel Names"), (c) changing the Program of activities; and (d) any other action that may be specified in the SCC.
3.6 Reporting Obligations	<p>The Service Providers shall submit to the Purchaser the reports and documents pertain to the required services or in any specified format required by the Purchaser.</p>
3.7 Documents Prepared by the Service Providers to Be the Property of the Purchaser	<p>All plans, drawings, specifications, designs, reports, and other documents and software submitted by the Service Providers (if applicable) in accordance with Clause 3.6 shall become and remain the property of the Purchaser, and the Service Providers shall, upon request from Purchaser during the execution of Contract and in any case not later than upon termination or expiration of this Contract, deliver all such documents and software to the Purchaser, together with a detailed inventory thereof. The Service Providers may retain a copy of such documents and software. Restrictions about the future use of these documents, if not specified in the SCC shall be communicated during the execution of Contract</p>
4.8 Liquidated Damages	
4.8.1 Payments of Liquidated Damages	<p>The Service Provider shall pay liquidated damages to the Purchaser at the rate per day stated in the SCC. The total amount of liquidated damages shall not exceed the amount defined in the SCC. The Purchaser may deduct liquidated damages from payments due to the Service Provider. Payment of liquidated damages shall not affect the Service Provider's liabilities.</p>
4.8.2 Correction for Over-payment	<p>If the Intended Completion Date is extended after liquidated damages have been paid, the Purchaser shall correct any overpayment of liquidated damages by the Service Provider by adjusting the next payment certificate.</p>
4.8.3 Lack of performance penalty	<p>If the Service Provider has not corrected a Defect within the time specified in the Purchaser's notice, a penalty for Lack of performance will be paid by the Service Provider. The amount to be paid will be calculated as a percentage of the cost of having the Defect corrected, assessed as described in clause 7.2.</p>
4.9 Performance Security	<p>The Service Provider shall provide the Performance Guarantee to the Purchaser no later than the date specified in the Letter of acceptance. The Performance Guarantee shall be issued in an amount and form and by a bank acceptable to the Purchaser, and denominated in currency in which the Contract Price is payable.</p>

	The Performance Guarantee shall be valid until a date 28 days from the Completion Date of the Contract.
--	---

4. Service Provider's Personnel

4.1 Description of Personnel	The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Service Provider's Key Personnel Names. The Key Personnel and Subcontractors listed by title as well as by name are hereby approved by the Purchaser.
4.2 Removal and/or Replacement of Personnel	<p>(a) Except as the Purchaser may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Service Provider, it becomes necessary to replace any of the Key Personnel, the Service Provider shall provide as a replacement a person of equivalent or better qualifications.</p> <p>(b) If the Purchaser finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Service Provider shall, at the Purchaser's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Purchaser.</p> <p>(c) The Service Provider shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.</p>

5. Obligations of the Purchaser

5.1 Assistance and Exemptions	Nil
5.2 Change in the Applicable Law	If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of the Services rendered by the Service Provider, then the remuneration and reimbursable expenses otherwise payable to the Service Provider under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred to in Clauses 6.2
5.3 Services and Facilities	The Purchaser shall make available to the Service Provider the Services and Facilities listed under "Services and Facilities Provided by the Purchaser".

6. Payments to the Service Provider

6.1 Lump-Sum Remuneration	The Service Provider's remuneration shall not exceed the Contract Price and shall be a fixed lump-sum including all Subcontractors' costs, and all other costs incurred by the Service Providers in carrying out the Services. Except as provided in Clause 5.2, the Contract Price may only be increased above the amounts stated in Clause 6.2 if the Parties have agreed to additional payments in accordance with Clauses 2.4 and 6.3.
6.2 Contract Price	The price payable is set forth in the SCC.
6.3 Payment for Additional Services	For the purpose of determining the remuneration due for additional Services as may be agreed under Clause 2.4, a breakdown of the lump-sum price is provided in "Breakdown of the Contract Price."
6.4 Terms and Conditions of Payment	Payments will be made to the Service Provider and according to the payment schedule stated in the SCC. Unless otherwise stated in the SCC, the first payment shall be made against the provision by the Service Provider of a bank guarantee for the same amount, and shall be valid for the period stated in the SCC. Any other payment shall be made after the conditions listed in the SCC for such payment have been met, and the Service Provider have submitted an invoice to the Purchaser specifying the amount due.
6.5 Day works	<p>6.5.1 If applicable, the Day work rates in the Service Provider's Bid shall be used for small additional amounts of Services only when the Purchaser has given written instructions in advance for additional services to be paid in that way.</p> <p>6.5.2 All work to be paid for as Day works shall be recorded by the Service Provider on forms approved by the Purchaser. Each completed form shall be verified and signed by the Purchaser representative as indicated in Clause 1.6 within two days of the Services being performed.</p> <p>6.5.3 The Service Provider shall be paid for Day works subject to obtaining signed Day works forms as indicated in Sub-Clause 6.5.2</p>

7. Quality Control

7.1 Identifying Defects	The Purchaser shall check the Service Provider's performance and notify him of any Defects that are found. Such checking shall not affect the Service Provider's responsibilities. The Purchaser may instruct the Service Provider to search for a Defect and to uncover and test any service that the Purchaser considers may have a Defect.
--------------------------------	---

	Defect liability period is as defined in Special Conditions of Contract.
7.2 Correction of Defects, and Lack of Performance Penalty	<p>(a) The Purchaser shall give notice to the Service Provider of any Defects before the end of the Contract. The Defects liability period shall be extended for as long as Defects remain to be corrected.</p> <p>(b) Every time notice a Defect is given, the Service Provider shall correct the notified Defect within the length of time specified by the Purchaser's notice.</p> <p>(c) If the Service Provider has not corrected a Defect within the time specified in the Purchaser's notice, the Purchaser will assess the cost of having the Defect corrected, the Service Provider will pay this amount, and a Penalty for Lack of Performance calculated as described in clause 3.8 .</p>

8. Settlement of Disputes

8.1 Amicable Settlement	The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation
8.2 Dispute Settlement	<p>8.2.1 If any dispute arises between the Purchaser and the Service Provider in connection with, or arising out of, the Contract or the provision of the Services, whether during carrying out the Services or after their completion, the matter shall be referred to the Adjudicator within 28 days of the notification of disagreement of one party to the other.</p> <p>8.2.2 The Adjudicator shall give a decision in writing within 28 days of receipt of a notification of a dispute.</p> <p>8.2.3 The arbitration shall be conducted in accordance with the Applicable Arbitration Act.</p>

Special Conditions of Contract

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
1.1(d)	The contract name is : “HIRING OF AN EDUCATIONAL INSTITUTE TO DEVELOP A MANUAL AND PROVIDE TRAINING TO MASTER TRAINERS AND SUPERVISE TRAINING TO NEWLY RECRUITED HEADMASTERS / HEADMISTRESSES”
1.1(l)	The Service Provider is <i>[insert name]</i>
1.4	<p>The addresses are:</p> <p>Reform Support Unit: Education Department Govt.of Sindh 47/ E-1, 48th Street, Block-6, PECHS-Karachi Telephone: 021-34320252 E-mail: faisal100@hotmail.com</p> <p>Attention: RSU Facsimile: 92-21-_____</p> <p>Service Provider: Attention: _____ Telex: _____ Facsimile: _____</p>
1.6	<p>The Authorized Representatives are:</p> <p>For the Reform Support Unit: Name & Designation of the Nominee of the RSU _____ _____</p> <p>For the Service Provider: Name & Designation of the Nominee of the Service Provider _____ _____</p>
2.2	The Starting Date for the commencement of Services is <i>[date].</i>
2.3	The Intended Completion Date is <i>[date].</i>

3.3	The consultant/service provider while rendering the required services shall not reveal / release any information, provided by / acquired from Reform Support Unit due to their exposure that is sensitive and should be kept strictly confidential irrespective of the fact it is specified or other. Moreover, all important and / or confidential documents provided by Reform Support Unit shall not be revealed to anyone whatsoever or taken out of the assigned work space.
3.6	The Service Provider shall submit complete reports & documents and all the deliverables as per TORs.
3.8	The liquidated damages rate is <i>0.01 percent per day of the contract amount</i> . The maximum amount of liquidated damages for the whole contract is 10% of the Contract Price. Once the maximum is reached the Purchaser may consider termination of the contract.
3.9	The amount of performance security is [Publish Date] of contract amount
5.2	Prices payable to the Service provider as stated in the Contract are not subject to any adjustment during performance of the contract. However, any subsequent legislation enacted, changes in the rate of any tax, levy of additional tax or duty during the currency of contract that impacts the contract price would be duly accounted for by both the parties of the contract i.e. in case of increase or decrease in the rates of the said taxes and duties or levy of any new tax or duty, the contract price would be adjusted accordingly
6.2	The amount is <i>[insert amount in PKR]</i> .
6.4	Payment as percentage of the total contract amount will be made as follows:
40%	Approved Training Manual based on SESM 1500 Hard Bind sets of printed copies of approved Training Manual 1500 Sets of Pre and Post Assessment Tool for the ToTs and HMs. Induction Training.
20%	Report of ToT on Induction Training of HMs based on Pre and Post Assessment Analysis
20%	Report of Induction Training of HMs based on Pre and Post Assessment Analysis
20%	Project Completion Report

5 Appendices

(To be finalized at the contract award stage)

1. Appendix A —Description of the Services
2. Appendix B— Performance Specifications & Terms of Reference
3. Appendix C— Services and Facilities Provided by the Purchaser
4. Appendix D— Key Personnel Names
5. Appendix E— Breakdown of the Contract Price
6. Appendix F — Schedule of Payments
7. Appendix G— Service Provider's Bid
8. Appendix H—Notification of Award
9. Appendix I —Letter of Acceptance
10. Appendix J— Performance Security
11. Appendix K— Integrity Pact

Appendix A & B

TORs FOR HIRING AN EDUCATIONAL INSTITUTE TO DEVELOP A MANUAL AND PROVIDE TRAINING TO MASTER TRAINERS AND SUPERVISE TRAINING NEWLY RECRUITED

HEADMASTERS / HEADMISTRESSES

Background of the Assignment:

Government of Sindh, School Education Department is at the final stage to induct approximately 1,000 Headmasters/Headmistresses (HMs) on school specific, merit and need based criteria. To make all the HMs' competencies as per professional standards, the School Education Department will carry out induction training of all recruited HMs, providing them comprehensive training about Administrative Management, Financial Management, Planning & Development Management, Academic Management strategies and methodologies in School Management Practices and relevant rules and regulation. This will be done in 2 phases:

- 1) Training of Master Trainers
- 2) Training of Headmasters/Headmistress

This document is prepared to obtain the services of Educational institute for the completion of following deliverables

- i. Developing Training Manual based on Sindh Education Sector Management (SESM)
- ii. Training of 60 Master Trainers (Training of Trainers)
- iii. Supervision role of training to 1000 Headmasters/Headmistresses (HMs) provided by Master Trainer
- iv. Project Completion Report

Timeframe

The period of the engagement for this consultancy is approx. 120 Days starting from MARCH 2017. (Please note the start/end date of the assignment may change due to unavoidable circumstances in which case a revised timeframe will be drawn up with the mutual agreement of both parties)

SCOPE OF THE ASSIGNMENT

- i. Developing Training Manual based on Sindh Education Sector Management (SESM)
- ii. Training of Master Trainers
- iii. Supervision of training to 1000 Headmasters/Headmistresses (HMs) provided by Master Trainer

Master Trainers which will be trained by the selected service provider ie Educational Institute shall provide induction training to 1000 HMS. The service provider ie Educational Institute shall play supervisory role during the Induction Training to 1000 HMs at following six regional places;

1. Karachi
2. Hyderabad
3. Larkana
4. Sukkur
5. Shaheed BeNazirabad
6. MirpurKhas

iv. Project Completion Report

S.No	Required Service	Based on Document	Areas/ of Training
1	Developing Training Manual for HMs/HTs	1)Modules to facilitate HMs in School Management based on 8 modules of SESM 2)Any other skill related to HM Training	<ul style="list-style-type: none"> • Administrative Management • Financial Management • Planning & Development • Academic Management strategies and methodologies • School Management Practices relevant rules and regulation
2	Training of Master Trainers – (60MTs)	Training Manual for HMs	As above
3	Supervision of Training to 1000 Headmasters/Headmistresses (HMs) provided Master Trainer	Training Manual for HMs	As Above
4	Project Completion Report		

This Consultancy/ Project is Deliverable Based and Time Bound and the Firm/Institute is expected to provide the services on the following Terms of References:

- Develop Training Manual for HMs induction training (face-to-face) based on SESM, Administrative Management, Financial Management, Planning & Development & Strategic Management, Academic (Resource, Communication skills, Pedagogical skills) Management, Rules and Regulations (financial & administrative as per Government) etc and job guidelines.

- Develop Training Resource Material for Training of Master Trainers (Face to Face training program).
- Develop a detailed Work Plan including agenda, method of delivery, teaching aids, hand-outs and evaluation forms based on the resource material and in line with job guidelines of HMs. The material should be comprehensive and user friendly so that it can be replicated by the School Education Department for future trainings.
- Develop pre-training and post-training assessment plan and tools, for Face to Face induction training programs to assess the performance of the participants and submit a detailed report to the School Education Department on the performance of each participant.
- The firm/organization/institute will also develop an orientation plan for the Master Trainers to:
 - An "Induction Training Plan" that the Trainers will adopt to deliver training to HMs, and
 - An " Assessment Tool" that will be used by the Trainers for HMs Training
- Deliver Master Trainer Training at venues as agreed with School Education Department.
- Analyze and share training success report along with follow up plan.

Performance Indicators/ Deliverable with Time line:

<i>S. No:</i>	<i>Deliverable Outputs</i>	<i>Timescale</i>
1	<p>3. Complete Training Manual based on SESM with all the required tools, forms, hand-outs and support material to be used during ToT and HMs Induction Training along with set of Pre and Post Assessment Tool for the ToTs and HMs. Induction Training.</p> <p>4. 1500 Hard Bind sets of printed copies of approved Training Manual</p>	70 days after the signing of contract
2	Conduct a Training of Trainers (ToTs)for 60 Master Trainers of the province and provision of Report regarding Training of Trainers,	20 Days after the Training Manual is approved
4	Report regarding supervision of training to 1000 Headmasters /Headmistresses (HMs) provided by Master Trainer	15 Days after the training
5	Project Completion Report	15 Working Days after the completion of Induction Training of HMs

Payment Schedule/ Milestone:

S. No.	Activity	Payment %
1	Approved Training Manual based on SESM 1500 Hard Bind sets of printed copies of approved Training Manual 1500 Sets of Pre and Post Assessment Tool for the ToTs and HMs. Induction Training.	40
2	Report of ToT on Induction Training of HMs based on Pre and Post Assessment Analysis	20
3	Report of Induction Training of HMs based on Pre and Post Assessment Analysis	20
4	Project Completion Report	20

Appendix C

Services and Facilities Provided by the Purchaser

(If any)

Appendix D
Key Personnel

[Insert name, designation, and contact numbers of the key personals]

Appendix E

Breakdown of Contract Price

Appendix F

Schedule of Payments

Appendix G

Service Provider's Bid

Appendix H

Notification of Award

Appendix I

Letter of Acceptance

Appendix J

Performance Security

To:

The Chief Program Manager
Reform Support Unit:
Education Department Govt. of Sindh
47/ E-1, 48th Street, Block-6,
PECHS-Karachi

WHEREAS [*name of Service provider*] (hereinafter called "the Service provider") has undertaken, in pursuance of Contract No. [*reference number of the contract*] to provide services [*description of services*] (hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the Service provider shall furnish you with a bank guarantee by a reputable bank for the sum specified therein as security for compliance with the Service provider's performance obligations in accordance with the Contract

AND WHEREAS we have agreed to give the Service provider a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Service provider, up to a total of [*amount of the guarantee in words and figures*], and we undertake to pay you, upon your first written demand declaring the Service provider to be in default under the Contract and without cavil or argument, any sum or sums within the limits of [*amount of guarantee*] as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the ____ day of _____ 201 ____.

Signature and seal of the Guarantors

[*name of bank or financial institution*]

Appendix K

(INTEGRITY PACT)

**DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC.
PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN
CONTRACTS WORTH RS. 10.00 MILLION OR MORE**

Contract No. _____ Dated _____ Contract Value: _____

Contract Title: _____

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

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

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

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

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

Name of Buyer:
Signature:

Name of Seller/Supplier:
Signature:

[Seal]

[Seal]

