



**SINDH EDUCATION FOUNDATION**

**GOVT. OF SINDH**

(HEAD OFFICE)

SEF (Plot. No. 21/A, Block No.7& 8 Overseas Cooperative Housing Society,  
Ameer Khusro Road) Karachi. 021-34169182 & 184



**Hiring of Consultants for Short Term**  
**(Subject Expert in English and Mathematics).**

**Tender # SEF/WEB/16-17/34**

Sindh Education Foundation is inviting CV's for Short Term Consultancy from qualified individuals who possess experienced in Teaching & academic material development in the relevant subject. She/he must possess sound interpersonal skills, strong communication skills and to deal benevolently with children.

The individual who can perform the following responsibilities and possess relevant experience are encouraged to apply:

S.#	EXAMINERS ARE REQUIRED	Qty.	Qualification & Experience	Type of Position
1	Subject Expert - English	02	Masters in English/Linguistics from a recognized University. Minimum 05 years of teaching and assessment experience at higher secondary level. Teaching Learning Material Development (TLM).	03 months contract
2	Subject Expert -Mathematics	02	Masters in Mathematics from a recognized University. Minimum 05 years of teaching and assessment experience at higher secondary level. Teaching Learning Material Development (TLM).	03 months contract

**Terms of Reference (TORs) of Subject Expert – English and Mathematics are enclosed.**

Interested individuals can submit his / her CVs to Procurement Department after the upload on website; only the shortlisted candidates will be contacted for interview and onward selection process.

**The Last date of submission of CVs is May 31st, 2017 by 10:00 a.m. sharp; the CVs will be opened for screening on the same day at 10:30 a.m.** In case of any holiday/law-and-order situation/mishaps the last date of CV submission will be extended to the next working day on the same mentioned timing.

This advertisement is also available on the website of Sindh Education Foundation  
[www.sef.org.pk](http://www.sef.org.pk) .

Sd/-  
**Deputy Director Procurement**

## ToRs of Subject Experts-English

The hired subject experts will be responsible in the following review & development areas.

### English Language Expert

- Expert will be responsible to review STBB and OUP textbooks content where focus will be given on gap identification
- Development of a document which caters the grade wise essential parameters of standard English Language learning i.e. ECE – Secondary Grades
- Review and amendments of the Manuals and Models already produced and being used in SEF schools
- Development of a Complete Framework for English Content in the light of National Curriculum (SLOs) and its enrichment
- In-house capacity building with respect to English language learning (structural and functional aspects)
- Review, design and development of grade wise English workbooks based on STBB and OUP textbooks.

## ToRs of Subject Experts - Mathematics

### Mathematics Subject Expert

- Expert will be required to review STBB and OUP textbooks and identification of possible gaps.
- Expert will be required to develop a document which caters the essential grade wise progression of Mathematics teaching and learning.
- Review and make alterations if needed of manuals/models/learning resources developed by LSU and shared in SEF schools.
- Development of a complete framework for textbooks in the light of National Curriculum (SLOs) and its enrichment.
- In-house capacity building of teaching mathematics as a subject with respect to real life examples.
- Develop, design and review of grade wise workbooks. While working on workbooks key focus on mathematics learning association with real life scenarios.



**GOVERNMENT OF SINDH  
SERVICES, GENERAL ADMINISTRATION &  
COORDINATION DEPARTMENT**

*Attention: Mr. Rafiqe Mustafa.*

**NOTIFICATION**

**NO.SO(C-IV)SGA&CD/3-7/10:** The Government of Sindh is pleased to constitute a "Complaint Redressal Committee" under Rule 31 of SPP Rules 2010 (Amended 2013) Sindh Education Foundation, Government of Sindh, with the following composition and TORs;

1.	Managing Director, Sindh Education Foundation, Government of Sindh.	Chairperson
2.	Representative of Accountant General Sindh.	Member/Secretary
3.	Independent Representative of relevant field.	Member

**Terms of Reference:**

- To address / redress the complaint(s) / grievances of the aggrieved bidders in line with the relevant provisions of Rule 31 of SPP Rules 2010 (Amended 2013).

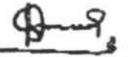
**CHIEF SECRETARY SINDH**

**NO:SO(C-IV)SGA&CD/3-7/10:**

**Karachi, dated the 30<sup>th</sup> December, 2015.**

Copy is forwarded for information & necessary action to:-

- ✓ Additional Chief Secretary (All), Government of Sindh, Karachi.
- ✓ Secretary to Governor Sindh.
- ✓ Secretary to Chief Minister Sindh.
- ✓ Secretary, Education & Literacy Department, Government of Sindh.
- ✓ Managing Director, Sindh Education Foundation, Government of Sindh.
- ✓ Accountant General Sindh, Karachi.
- ✓ Managing Director, Sindh Public Procurement Regulatory Authority, Govt. of Sindh.
- ✓ Deputy Secretary (Staff) to Chief Secretary.
- ✓ P.S. to Chief Secretary Sindh.
- ✓ P.S. to Secretary (I&C), SGA&CD.
- ✓ Master file.

  
 30/12/2015  
 (SYED SAADAT ALI)  
 SECTION OFFICER (C-IV)



**Sindh  
Education  
Foundation**



Government of Sindh

No. SEF/894/2017

(PROCUREMENT DEPARTMENT)

Dated: 14/3/2017

## NOTIFICATION

**SAY NO TO CORRUPTION**

Notification No. SEF/Proc./2016-17/...: In partial modification of SEF Notification # SEF/271/2017 dated March 1st 2017, the Consultant Selection Committee is reconstituted with the following composition in accordance with rules 67 of SPP Rules 2010 (Amended 2013).

- Director General Administration & Co-ordination, IT, (Chairman).
- Deputy Director Monitoring and Evaluation Unit, SEF (Secretary).
- Assistant Director Adopt a School Program, SEF (Member).
- Representative From Planning & Development Department Govt. Of Sindh, (Not Below the rank of BS-18, Member).
- Representative from Finance Department, Govt. of Sindh, (Not Below the rank of BS-18, Member).


The Committee's TORs are:

- Approval of Request for Proposal before issuance;
- Shortlisting of consultants, responding to the request of Expression of Interest, where applicable, in accordance with the criteria mentioned in request for Expression of Interest;
- Evaluation of technical and financial proposals, according to the selection method and evaluation criteria, mentioned in the Request for Expression of proposal;
- Finalization of recommendation based on evaluation as mentioned above;

**Ms. Naheed S. Durrani  
Managing Director,  
Sindh Education Foundation**

Copy to:

1. The Secretary, Education & Literacy Department, Govt. of Sindh.
2. The Secretary Finance Department, Govt. of Sindh.
3. The Secretary Planning & Development, Govt. of Sindh.
4. Director Program & Planing, SEF. (Ex-Chairman Consultant Selection Committee)
5. All Consultant Selection Committee Members.
6. P.S to M.D-SEF.

  
**Shahnawaz Ali Khan**  
Acting Deputy Director, Procurement  
Sindh Education Foundation

**ANNUAL PROCUREMENT PLAN**  
**(WORKS, GOODS & SERVICES)**  
**FINANCIAL YEAR 2016-17 (For Four Quarters)**

S #	Description of Procurement	Quantity (Where applicable)	Estimated unit cost (where applicable)	Funds allocated	Sources of Funds (ADP/Non ADP)	Proposed procurement method	Timing of Procurements				Remarks
							1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	
1	Electrical Items	All Offices	3.00	3.00	Govt. of Sindh	TENDER		Third week of Oct. 2016			
2	Procurement of Cameras DSLR	Head Office	1.00	1.00	Govt. of Sindh	TENDER		Third week of Oct. 2016			
3	Security Guards Services	All Offices	10.00	10.00	Govt. of Sindh	TENDER		First week of Nov. 2016			
4	Vehicle Trackers	All Offices	2.00	2.00	Govt. of Sindh	TENDER		Second week of Oct. 2016			
5	Printing Material of Booklet Assessment SAS	Assessment Activity	6.00	6.00	Govt. of Sindh	TENDER		Third week of Oct. 2016			
6	E-Marking of Students Assessment SAS	Assessment Activity	3.50	3.50	Govt. of Sindh	RFP		First week of Oct. 2016			
7	Renovation work Karachi Regional Office	Sub Office Karachi	25.00	25.00	Govt. of Sindh	TENDER		First week of Oct. 2016			
8	RFP of Teach for Change (Mentors)	All Offices	4.00	4.00	Govt. of Sindh	RFP		First week of Oct. 2016			
9	Hiring of firm for Institutional Documentary & Still Photography.	All Offices	2.50	2.50	Govt. of Sindh	TENDER		First week of Oct. 2016			
10	Hiring of Individual Consultants (Architect) for 90 days	All Offices	0.50	0.50	Govt. of Sindh	IC		First week of Oct. 2016			
11	Tablets and LED TV (ADP SCHEME NO. 247) for Two years	Schools	90.00	45.00	ADP # 247	TENDER		3rd week of Nov 2016			
12	Tablets (ADP SCHEME NO. 247) for Two years.	Schools	270.00	135.00	ADP # 247	TENDER		3rd week of Nov 2016			
13	Server, Computers, Laptops, Video Conferencing & Photocopier (ADP SCHEME NO. 247)	All Offices	8.00	8.00	ADP # 247	TENDER		3rd week of Nov 2016			
14	Cleaning/Washing Services	Head Office & Sub offices Karachi	1.50	1.50	Govt. of Sindh	TENDER		4th week of Nov 2016			
15	Printing Material of Booklet Assessment (World Bank Funding) PPRS	Assessment Activity	4.50	4.50	World Bank	TENDER		4th week of Nov 2016			
16	E-Marking of Students Assessment (World Bank, Funding) PPRS	Assessment Activity	3.50	3.50	World Bank	EOI		4th week of Nov 2016			
17	Hiring of firm for Providing Invigilator for Students Assessment of SSS School (World Bank Funding) PPRS	Assessment Activity	12.65	12.65	World Bank	EOI		4th week of Nov 2016			
18	Renovation work of Professional Development Seven (7) Centers (PDC)	Regional Offices	21.00	21.00	Govt. of Sindh	TENDER		4th week of Nov 2016			
19	Renovation work sub (neighbor) office Karachi	Sub Office Karachi	8.00	8.00	Govt. of Sindh	TENDER		First week of Dec. 2016			
20	RFP of Student Profiling	Schools	43.00	43.00	Govt. of Sindh	RFP		First week of Dec. 2016			

**SINDH EDUCATION FOUNDATION GOVT. OF SINDH**  
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							1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	
21	Tender for Stationery Material for LSU (World Bank Funding)	Training of Teachers	9.00	9.00	World Bank	NCB		First week of Dec. 2016			
22	Tender for Printing Material (Manuals) for LSU (World Bank Funding)	Training of Teachers	20.00	20.00	World Bank	NCB		First week of Dec. 2016			
23	Hiring of Recruitment Firm for HR Selection Process.	All Offices	1.00	1.00	Govt. of Sindh	NCB		First week of Dec. 2016			
24	Tender for Webhosting services	All Offices	1.00	1.00	Govt. of Sindh	NCB		2nd week of Nov 2016			
25	Tender for Water Tanker services	Head Office	2.00	2.00	Govt. of Sindh	NCB		3rd week of Nov 2016			
26	Tender for Hiring of firm for Event Management Services	All Offices	2.00	2.00	Govt. of Sindh	NCB		3rd week of Nov 2016			
27	Hiring of Individual Consultant for preparing of Annual Report of SEF year 2015-16	Head Office	1.00	1.00	Govt. of Sindh	NCB		3rd week of Nov 2016			
28	Hiring of Individual Consultant (Architect).	All Offices	1.00	1.00	Govt. of Sindh	RFP			2nd week of Feb 2017		
29	Rent Offices, SEF (Regional and Field offices)	All Offices	3.00	3.00	Govt. of Sindh	TENDER			2nd week of Feb 2017		
30	RFP for Hiring of Firm for Training of Teachers for SEF ASSISTED SCHOOLS	Training of Teachers	20.00	20.00	Govt. of Sindh	TENDER			2nd week of Jan 2017		
31	Hiring of Firm for AALTP	Training of Teachers	27.00	27.00	Govt. of Sindh	TENDER				1st week of May 2017	
32	Supply of Computer Equipment	LSU Activity	1.50	1.50	Govt. of Sindh	TENDER				1st week of May 2017	
33	Re-tender Individual Consultant for writing SEF Annual Report	Head Office	1.00	1.00	Govt. of Sindh	TENDER				1st week of May 2017	
34	Hiring of Consultants for Short Term (English, Maths Expert)	LSU Activity	0.72	0.72	Govt. of Sindh	TENDER				1st week of May 2017	
35	Hiring of Individual Consultant (Tax Matter)	Head Office	2.00	2.00	Govt. of Sindh	TENDER				1st week of May 2017	

**NOTE:**

**Procurement Plan approved by Competent Authority of SEF.**

*[Signature]*  
**Procurement Department**  
**Sindh Education Foundation**  
 Sindh Education Foundation, Govt. of Sindh