



**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

**Individual Consultant Required for Writing SEF Annual Report**

**Tender # SEF/WEB/16-17/39**

Sindh Education Foundation is inviting Curriculum Vitae from individual persons required for designing, developing and writing research based Annual Report(s) for the period of 2015-2016 & 2016-2017.

The individual having following skills, fulfilling below mentioned requirements and capable of performing following responsibilities (Terms of Reference) may submit Curriculum Vitae, National Tax Number (NTN) to Procurement branch of the Foundation.

**Required Qualification and Experience**

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1. Master's Degree, at least in Second Division from recognized university, in any one of the disciplines i.e. Sociology, Language, Literature, Education, Economics, Business Administration, Mass Communication and 2 years' experience (post qualification) in report writing with reputable organizations

OR

Bachelor's Degree at least in Second Division from recognized University in any one of the disciplines above, and 3 years' relevant work experience (post qualification) in research based report writing with reputable organizations.

2. Must be proficient in desktop publishing platform such as InDesign or similar software

**Basic Eligibility:**

1. All relevant tax provisions are applicable.
2. Must not be Blacklisted.

The Last date of submission of CVs is May 31<sup>st</sup>, 2017 (10:00 AM). The CVs shall be opened on same date at 10:30 AM at SEF Head Office (the address on the envelope should be marked to the Procurement Department of SEF).

This advertisement is also available on the websites of Sindh Education Foundation and SPPRA Govt. of Sindh i.e [www.sef.org.pk](http://www.sef.org.pk) & [www.spprasindh.gov.pk](http://www.spprasindh.gov.pk) respectively.

"The Procuring Agency may reject any bid subject to relevant provision of SPP Rules 2010(Amended 2014) and may cancel the CVs process at any time prior to acceptance of bid or proposal as per Rule -25(i) of said rules of SPP Rules 2010(Amended 2014)."

Sd/-

Acting Deputy Director Procurement



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## **Terms of Reference (TORs) Consultancy for Writing/Preparation of Annual Report**

### **Background:**

25 years of Sindh Education Foundation (SEF) in Sindh is a key year to share the accomplishment of SEF on Silver Jubilee occasion by valuing school communities and partnerships along with the stakeholders to whom we have provided educational facilities and our will to reach those who are still out of schools. For the Silver Jubilee celebrations in 2017 we will be launching multiple activities for the engagement of Sindh Education Foundation across the Sindh. The aim is to celebrate Silver Jubilee and acknowledge the contribution of people who have contributed in the growth of the organization.

In this regard, Foundation intends to publish high profile Annual Report(s) which is meant to provide a comprehensive insight into the SEF's programmatic performance since its inception. For this purpose the Foundation is in need of hiring Individual or Firm for preparing, writing and publishing of Annual Reports. These two separate reports will cover two financial years 2015-2016 and 2016-2017.

### **Objectives**

For the purpose of developing and publishing of two financial years professional Annual Reports with strong content and attractive design to illustrate the results of the Foundation from 1 July 2015 to 30 June 2016 and 1 July 2016 to 30 June 2017 highlighting key achievements, programmatic activities, unit's performance etc.

The Consultant will provide Final Documents separately considering all technical and production aspects, including grammar, spelling, graphs, tables, pictures, style and punctuation with a view to strengthening overall clarity and quality of writing.

### **Scope of the Services:**

The Consultant will be required to prepare Two Annual Reports 2015-2016 and 2016-2017.

### **Terms of Reference**

- Review existing documents (providing by SEF) that feed into the Annual Reports
- Assess need for further information and proceed to request for details from relevant personnel (head office and region offices)
- Design a working schedule to get information for the annual report and on key interventions.
- Present and discuss the draft reports to the Managing Director and Director- CPR/HR
- Travel to different locations where SEF schools are running in order to collect data for annual report



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- Capture the best photography (selection of districts will be based on representation of urban and rural, more programs running etc.)
- Work closely with the graphic designer (own source) to develop ideas for graphics and charts that creatively convey key messages/data in the report
- Write and edit two separate Annual Reports about 30 to 40 page text (A4 size) for the 2015-2016- and 2016-2017 based on the information collected (all includes: tables, content, graphs, and images etc.)

**Estimated duration of contract:**

The contract time period is four months and fifteen days.

**Evaluation Criteria**

At least four number of reports produced preferably documented or published	40
Work experience of report writing in any well reputed organization	30
Relevant resources such as camera, scanner, computer, printer etc. for report writing	30

Individual who secures at least 70%, will be considered as qualified for the consideration of evaluation.



**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).

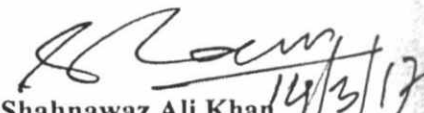
The Committee's TORs are:

- 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			

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FINANCIAL YEAR 2016-17 (For Four Quarters)

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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.

*Flaw*  
**Procurement Department**  
**Sindh Education Foundation**  
 Sindh Education Foundation, Govt. of Sindh  
**Govt. Of Sindh**