



**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 Short Term Consultant for  
(Subject Expert in Science).**

**Tender # SEF/WEB/17-18/17**

Sindh Education Foundation is inviting CV's for Short Term Consultancy from qualified individuals who possess experience 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.#	SUBJECT EXPERT IS REQUIRED	Qty.	Qualification & Experience	Type of Position
1	Subject Expert - Science	01	Masters in Curriculum Development or Biology or Chemistry or Physics from a recognized University.  Minimum 05 years of teaching and assessment experience at higher secondary level. Experience in Teaching Learning Material (TLM).	03 months contract
<b>Terms of Reference (TORs) of Subject Expert – Science are enclosed.</b>				

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

**The Last date of submission of CVs is 26<sup>th</sup> September, 2017 by 03:00 p.m. sharp; the CVs will be opened for screening on the same day at 03:30 p.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 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.

-Sd/-  
Acting Deputy Director,  
Procurement

Head Office: House# 21-A, Block 7/8 Overseas Cooperative Housing Society, Ameer Khusro Road, Karachi,  
Ph.# 021-34169184 Fax: 021-34169182 E-mail: [procurement@sef.org.pk](mailto:procurement@sef.org.pk); Website: [www.sef.org.pk](http://www.sef.org.pk)

# TORs

## Consultants Required for Short Term

LSU- Training & Assessment Unit

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<b>Position Title</b>	:	<b>Subject Specialists Consultants</b>
<b>Number of Positions</b>	:	<b>01</b>
<b>Duration</b>	:	<b>03 Months</b>
<b>Dept/Unit</b>	:	<b>Training &amp; Assessment Unit</b>
<b>Salary in PKR</b>	:	<b>120,000 per month</b>
<b>Job detail</b>	:	The selected candidate will be required to Prepare & review training material including manuals and workbooks of their respective Subject.

Name of Position	No. of Positions	Qualification & Experience	Type of Position
Subject Expert - Science	01	Masters in Curriculum development or Biology or Chemistry or Physics from a recognised University. Minimum 05 years of teaching and assessment experience at higher secondary level. Experience in Teaching Learning Material (TLM).	03 months contract

## **ToRs of Subject Experts-Science**

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

### **Science 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 essential grade wise progression of Science teaching and learning
- Review and amendments of the Manuals and Models already produced and being used in SEF schools
- Development of a Complete Framework for textbooks in the light of National Curriculum (SLOs) and its enrichment
- In-house capacity building with respect to subject learning (structural and functional aspects)
- Review, design and development of grade wise workbooks based on STBB and OUP textbooks.



**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).

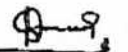
**CHIEF SECRETARY SINDH**

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/232/17  
(PROCUREMENT DEPARTMENT)

Dated: 15-08-17

**SAY NO TO CORRUPTION**

## **NOTIFICATION**

Notification No. SEF/Proc./2016-17/...: With reference to the Notification dated 27<sup>th</sup> July 2017 (Annex-A). in this regard the note sheet (Annex-B) initiated by the Director (H.R) dated 27.07.2017, the previous notification for the Chairman, CSC, is cancelled and the Director General Administration & Co-ordination /IT will continue as the Chairman, Consultant Selection Committee from the last notification issued dated April 11<sup>th</sup>, 2017( Annex-C).

Following are the composition of CSC, SEF, in accordance with rules 67 of SPP Rules 2010 (Amended 2013).

- Director, General Administration & Co-ordination, SEF (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, Human Resource Department, 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**

PLOT NO.21, BLOCK-7/8, OVERSEASE HOUSING, AMEER KHUSRO ROAD KARACHI, PAKISTAN.

Phone: (92-21) 34169141-5, FAX #: (92-21) 34169181