



# REFORM SUPPORT UNIT



SCHOOL EDUCATION & LITERACY DEPARTMENT  
GOVERNMENT OF SINDH

## Notice for Inviting Tenders

Reference No. : RSU/PROC/ SAT-VI/ 2017

Dated: 05<sup>th</sup> October, 2017

### JOB TILE: HIRING OF CONSULTING FIRM TO CARRY OUT STANDARDIZED ACHIEVEMENT TEST (SAT-VI)

Reform support unit -School education and literacy department, plan to hire the services of consulting firm to undertake Standardized Achievement Test (SAT-VI) that is also Disbursement Linked Indicator (DLI) of World Bank under SERP-II. The test will be conducted in all public schools for class V and VIII in all Districts of Sindh. The total student's participation is expected to be approximately 300,000. (The detailed Terms of reference and eligibility and evaluation criteria are provided in RFQ documents).

Interested consulting firms may obtain Request for proposal (RFQ) documents on the submission of written application upon payment of a non-refundable amount of PKR. 1,000/- (Rupees One Thousand only) in the form of Bank Draft / Pay Order in favour of Chief Program Manager, Reform Support Unit, School Education & Literacy Department, Government of Sindh from below mentioned address or can be downloaded from the Website [www.sindheducation.gov.pk](http://www.sindheducation.gov.pk) and also from SPPRA website [www.pprasindh.gov.pk](http://www.pprasindh.gov.pk). Consulting firms who download the document from Website and wish to participate in the bid, will be required to submit the cost of the bid document at the time of bid submission otherwise the bid will be considered non responsive.

The hiring of consulting firm shall be carried out in accordance to Quality and Cost Selection Method (QCBS) of SPPRA Rules 2010 amended 2017. Technical and Financial Proposal should be sealed in two separate envelopes and be placed in 3<sup>rd</sup> sealed envelope.-The bids will be submitted-in the Procurement Office, RSU Karachi during office hours on or before Monday, 30<sup>th</sup> October, 2017 before 12:00 Noon. Technical Bids will be opened on the same day at 12:30 Hrs.

The Procuring Agency (RSU) may reject any bid subject to relevant provision of SPPRA rules 2010 amended 2017 and may cancel the bidding process at any time prior of acceptance of bid or proposal as per rule 25(1) said rules.

In case any unforeseen situation resulting in closure of office on the date of opening or if Government declares Holiday the tender shall be submitted/opened on the next working day at the same time and venue

**Procurement and Contract Management Specialist**  
Reform Support Unit  
47-E/1, 48<sup>th</sup> Street, Block-6 PECHS, Karachi  
Tel: +92-21-34320252



Government Of Sindh  
School Education and Literacy Department  
Karachi:dated: 21 August, 2017

### Notification

NO.SO(G-III)/SE&LD/SAT-VI/RSU/2017: In pursuance of Rule-67 of Sindh Public Procurement Rules, 2010 amended 2017, a Consultant Selection Committee (CSC) comprising of following officers for selection of Consulting firms for conducting Standardised Achievement Test (SAT-VI) is constituted as under:

1	Chief Program Manager-Reform Support Unit	Chairman
2	Program Manager (SAT)- Reform Support Unit	Member / Secretary
3	Rep: of Finance Department (Not below the rank of BS-18)	Member
4	Rep: of SEL Department (Not below the rank of BS-18)	Member
5	Rep: of P&D Department (Not below the rank of BS-18)	Member
6	Procurement & Contract Management Specialist- Reform Support Unit	Co-opted Member

Terms of Reference of CSC:

- Approval of Request for proposal before issuance;
- Shortlisting of Consultants responding to the request for expression of interest (EOI), where applicable in accordance to the criteria mentioned in Request for EOI;
- Evaluation of Technical and Financial Proposals, according to selection method and evaluation criteria mentioned in Request for proposal;
- Finalization and recommendation for award of Contract

SECRETARY TO GOVERNMENT OF SINDH

NO.SO(G-III)/SE&LD/SAT-VI/RSU/2017

A copy is forwarded for information and further action

- 1- Chairman, Planning and Development Board, Government of Sindh with a request to nominate an officer not below the rank of BS-18 for above Committee
- 2- Secretary of Finance Department, Government of Sindh with a request to nominate an officer not below the rank of BS-18 for above Committee.
- 3- All members of the Committee
- 4- P.S to Minister, SE & LD, Government of Sindh
- 5- P.S to Secretary, SE & LD, Government of Sindh
- 6- Office Order File
- 7- The Official Website

  
(Section Officer G-III)





(52) 72

GOVERNMENT OF SINDH  
EDUCATION AND LITERACY DEPARTMENT  
Karachi, dated: 21<sup>st</sup> 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: 21<sup>st</sup> 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)  
SECTION OFFICER (G-III)



SINDH EDUCATION &  
LITERACY DEPARTMENT



**REQUEST FOR PROPOSALS  
DOCUMENT  
SELECTION OF CONSULTANTS**



**October,2017**

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**Section 1. Letter of Invitation**

**Section 2. Instructions to Consultants**

	<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>
<p><b>3. Conflict of Interest</b></p>	<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"> <li>(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.</li> <li>(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.</li> <li>(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.</li> </ul>
<p><b>3.2 Conflicting Relationships</b></p>	<p>Government officials and civil servants may be hired as consultants only if:</p> <ul style="list-style-type: none"> <li>i. They are on leave of absence without pay;</li> <li>ii. They are not being hired by the agency they were working for, six months prior to going on leave; and</li> <li>iii. Their employment would not give rise to any conflict of interest.</li> </ul>
<p><b>4. Fraud and Corruption</b></p>	<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>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>
<b>11. Preparation of Proposals</b>	<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>
<b>12. Language</b>	<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>
<b>13. Technical Proposal Format and Content</b>	<p>13.1 While preparing the Technical Proposal, consultants must give particular attention to the following:</p> <ul style="list-style-type: none"> <li>(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.</li> <li>(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.</li> <li>(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.</li> <li>(iv) Proposed professional staff must, at a minimum, have the experience indicated in the Data Sheet, preferably working under similar geographical condition.</li> <li>(v) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) shall be submitted for each position.</li> </ul> <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"> <li>(i) A brief description of the consultant organization and an outline of recent experience on assignments (Section 3B) of a similar nature. For</li> </ul>

	<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>
<p><b>17. Proposal Evaluation</b></p>	<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>
<p><b>18. Evaluation of Technical Proposals</b></p>	<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><b>Public Opening and Evaluation of Financial Proposals: (LCS , QCBS, and Fixed Budget Selection Methods Only)</b></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>
<p><b>19. Evaluation of Financial Proposals</b></p>	<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</p>

	<p>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 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><b>24. Award of Contract</b></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><b>25. Confidentiality</b></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>

15.1	Amounts under the contract to be subject to: Direct or Indirect 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.																																		
6.3	Consultants to state all costs in the national currency: YES (✓)																																		
16.2	Consultant must submit the original and Two (02) copies of the Technical Proposal, and two (02) copy of the Financial Proposal																																		
13.1	<p>Eligibility Criteria</p> <ul style="list-style-type: none"> <li>i. The firm must be registered with relevant Income Tax/ Sales Tax Departments</li> <li>ii. The firm must have minimum 5 years' experience of conducting similar assignments</li> <li>iii. The firm must not have been declared blacklisted by any organisation</li> </ul> <p>Criteria, sub-criteria, and point system for the evaluation of Full Technical Proposals are:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td></td> <td style="text-align: right;">POINTS</td> </tr> <tr> <td>(i) Specific experience of the Consultants relevant to the assignment</td> <td style="text-align: right;">[40]</td> </tr> <tr> <td colspan="2">Note: 10 points shall be assigned for undertaking each similar nature of assignment. Max points for this is 40.</td> </tr> <tr> <td>(ii) Adequacy of the proposed methodology and work plan in responding to the Terms of Reference:</td> <td></td> </tr> <tr> <td>    a) Technical approach and methodology</td> <td style="text-align: right;">[10]</td> </tr> <tr> <td>    b) Work plan</td> <td style="text-align: right;">[05]</td> </tr> <tr> <td>    c) Organization and staffing</td> <td style="text-align: right;">[05]</td> </tr> <tr> <td>    <u>Total points for criterion (ii):</u></td> <td style="text-align: right;">[20]</td> </tr> <tr> <td>(iii) Key professional staff qualifications and competence for the assignment:</td> <td></td> </tr> <tr> <td>    a) Team Leader (Project Director)</td> <td style="text-align: right;">[10]</td> </tr> <tr> <td>    b) Team Leader (Technical)</td> <td style="text-align: right;">[10]</td> </tr> <tr> <td>    c) Team Leader (Admin / Field)</td> <td style="text-align: right;">[10]</td> </tr> <tr> <td>    d) Team Leader (IT)</td> <td style="text-align: right;">[10]</td> </tr> <tr> <td>    For each team leader Qualification</td> <td></td> </tr> <tr> <td>    PHD in relevant field=10 points</td> <td></td> </tr> <tr> <td>    Masters in relevant field=08 points</td> <td></td> </tr> <tr> <td>    <u>Total points for criterion (iii):</u></td> <td style="text-align: right;">[40]</td> </tr> </table> <p>Note: All the team leaders under (iii) above, must be full time permanent employee of the consultancy firm (Valid evidence to be provided/attached)</p> <p style="text-align: right;">Total points for the above three criterias: [100]</p> <p>The minimum technical score (ST) required to pass is: Seventy (70) points.</p> <p>The single currency for price conversions is: PKR</p>		POINTS	(i) Specific experience of the Consultants relevant to the assignment	[40]	Note: 10 points shall be assigned for undertaking each similar nature of assignment. Max points for this is 40.		(ii) Adequacy of the proposed methodology and work plan in responding to the Terms of Reference:		a) Technical approach and methodology	[10]	b) Work plan	[05]	c) Organization and staffing	[05]	<u>Total points for criterion (ii):</u>	[20]	(iii) Key professional staff qualifications and competence for the assignment:		a) Team Leader (Project Director)	[10]	b) Team Leader (Technical)	[10]	c) Team Leader (Admin / Field)	[10]	d) Team Leader (IT)	[10]	For each team leader Qualification		PHD in relevant field=10 points		Masters in relevant field=08 points		<u>Total points for criterion (iii):</u>	[40]
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PHD in relevant field=10 points																																			
Masters in relevant field=08 points																																			
<u>Total points for criterion (iii):</u>	[40]																																		
20.1	Expected date and address for contract negotiations: 10th November, 2017 Address: 47/ E-1, 48 <sup>th</sup> 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																																		
5.1	Consultant undertake to sign Integrity Pact for the procurement estimated to exceed Pak Rs.2.5 million.																																		

### Section 3. Technical Proposal - Standard Forms

*[Comments in brackets] provide guidance to the shortlisted Consultants for the preparation of their Technical Proposals; they should be deleted from the Technical Proposals to be submitted.]*

Refer to Reference Paragraph 3.4 of the Data Sheet for format of Technical Proposal to be submitted, and paragraph 3.4 of Section 2 of the RFP for Standard Forms required and number of pages recommended.

Form TECH-1. Technical Proposal Submission Form .....	21
Form TECH-2. Consultant's Organization and Experience.....	22
A - Consultant's Organization .....	22
B - Consultant's Experience .....	23
Form TECH-3. Comments and Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be provided by the PA .....	24
A - On the Terms of Reference.....	24
B - On Counterpart Staff and Facilities.....	25
Form TECH-4. Description of Approach, Methodology and Work Plan for Performing the Assignment .....	26
Form TECH-5. Team Composition and Task Assignments.....	27
Form TECH-6. Curriculum Vitae (CV) for Proposed Professional Staff.....	28
Form TECH-7. Staffing Schedule <sup>1</sup> .....	30
Form TECH-8. Work Schedule.....	31

**For FTP Only**

**FORM TECH-2. CONSULTANT'S ORGANIZATION AND EXPERIENCE**

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***A - Consultant's Organization***

*[Provide here a brief (two pages) description of the background and organization of your firm/entity and each associate for this assignment.]*

**For FTP Only**

**FORM TECH-3. COMMENTS AND SUGGESTIONS ON THE TERMS OF  
REFERENCE AND ON COUNTERPART STAFF AND FACILITIES TO BE  
PROVIDED BY THE PA**

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***A - On the Terms of Reference***

*[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]*

## FORM TECH-4. DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

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**(For small or very simple assignments the PA should omit the following text in Italic)**

*[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal (50 pages, inclusive of charts and diagrams) divided into the following three chapters:*

- a) Technical Approach and Methodology,*
- b) Work Plan, and*
- c) Organization and Staffing,*

*a) Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.*

*b) Work Plan. In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the PA), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule of Form TECH-8.*

*c) Organization and Staffing. In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.]*



FORM TECH-6. CURRICULUM VITAE (CV) FOR PROPOSED  
PROFESSIONAL STAFF

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1. **Proposed Position** *[only one candidate shall be nominated for each position]:* \_\_\_\_\_
2. **Name of Firm** *[Insert name of firm proposing the staff]:* \_\_\_\_\_  
\_\_\_\_\_
3. **Name of Staff** *[Insert full name]:* \_\_\_\_\_
4. **Date of Birth:** \_\_\_\_\_ **Nationality:** \_\_\_\_\_
5. **Education** *[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:* \_\_\_\_\_  
\_\_\_\_\_
6. **Membership of Professional Associations:** \_\_\_\_\_  
\_\_\_\_\_
7. **Other Training** *[Indicate significant training since degrees under 5 - Education were obtained]:* \_\_\_\_\_  
\_\_\_\_\_
8. **Countries of Work Experience:** *[List countries where staff has worked in the last ten years]:* \_\_\_\_\_  
\_\_\_\_\_
9. **Languages** *[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:* \_\_\_\_\_  
\_\_\_\_\_
10. **Employment Record** *[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:*

From [Year]: \_\_ To [Year]: \_\_\_\_\_

Employer: \_\_\_\_\_

Positions held: \_\_\_\_\_

### FORM TECH-7. STAFFING SCHEDULE<sup>1</sup>

No.	Name of Staff	Staff Input (in the form of a bar chart) <sup>2</sup>														Total Staff-month input		
		1	2	3	4	5	6	7	8	9	10	11	12	n	Home	Field <sup>3</sup>	Total	
<b>Foreign</b>																		
1	[Home]																	
	[Field]																	
2																		
3																		
n																		
											Sub Total							
<b>Local</b>																		
1	[Home]																	
	[Field]																	
2																		
3																		
n																		
											Sub Total							
											Total							

1. For Professional Staff the input should be indicated individually; for Support Staff it should be indicated by category (e.g.: draftsmen, clerical staff, etc.).
2. Months are counted from the start of the assignment. For each staff indicate separately staff input for home and field work.
3. Field work means work carried out at a place other than the Consultant's home office.

 Full time input     
  Part time input

## Section 4. Financial Proposal - Standard Forms

*[Comments in brackets [ ] provide guidance to the shortlisted Consultants for the preparation of their Financial Proposals; they should be deleted from the Financial Proposals to be submitted.]*

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided under para. 3.6 of Section 2. Such Forms are to be used whichever is the selection method indicated in para. 4 of the Letter of Invitation.

*[The Appendix "Financial Negotiations - Breakdown of Remuneration Rates" is to be only used for financial negotiations when Quality-Based Selection, Selection Based on Qualifications, or Single-Source Selection method is adopted, according to the indications provided under para. 6.3 of Section 2.]*

Form FIN-1. Financial Proposal Submission Form .....	33
Form FIN-2. Summary of Costs.....	34
Form FIN-3. Breakdown of Costs by Activity <sup>1</sup> .....	35
Form FIN-4. Breakdown of Remuneration <sup>1</sup> .....	36
Form FIN-4. Breakdown of Remuneration <sup>1</sup> .....	38
Form FIN-5. Breakdown of Reimbursable Expenses <sup>1</sup> .....	39
Form FIN-5. Breakdown of Reimbursable Expenses .....	41
<b>Appendix.</b> Financial Negotiations - Breakdown of Remuneration Rates .....	42

FORM FIN-2. SUMMARY OF COSTS

Item	Costs	
	<i>Indicate Foreign Currency</i>	<i>Indicate Local Currency</i>
Total Costs of Financial Proposal <sup>2</sup>		

1. Indicate between brackets the name of the foreign currency. Maximum of three currencies; use as many columns as needed, and delete the others.
2. Indicate the total costs excluding local taxes to be paid by the PA in each currency. Such total costs must coincide with the sum of the relevant Subtotals indicated in all Forms FIN-3 provided with the Proposal.

FORM FIN-4. BREAKDOWN OF REMUNERATION<sup>1</sup>

(This Form FIN-4 shall only be used when it is indicated in Reference Paragraph 5.6 of the Data Sheet that remuneration shall be Time Based)

Name <sup>2</sup>	Position <sup>3</sup>	(Staff-month) Rate <sup>4</sup>	Input <sup>5</sup> Rate	[Indicate Foreign Currency#1] <sup>6</sup>	[Indicate Foreign Currency#2] <sup>6</sup>	[Indicate Foreign Currency#3] <sup>6</sup>	[Indicate Local Currency] <sup>6</sup>
<b>Foreign Staff</b>							
		[Home]					
		[Field]					
<b>Local Staff</b>							
		[Home]					
		[Field]					
Total Cost							

1. Form FIN-4 shall be filled for each of the Forms FIN-3 provided.
2. Professional Staff should be indicated individually; Support Staff should be indicated per category (e.g.: draftsmen, clerical staff).



#### Section 4 – Financial Proposal – Standard Forms

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1. Form FIN-5 should be filled for each of the Forms FIN-3 provided, if needed.
2. Delete items that are not applicable or add other items according to Paragraph Reference 3.6 of the Data Sheet.
3. Indicate unit cost and currency.
4. Indicate between brackets the name of the foreign currency. Use the same columns and currencies of Form FIN-
5. Indicate the cost of each reimbursable item in the column of the relevant currency. Cost = Unit Cost x Quantity.
6. Indicate route of each flight, and if the trip is one- or two-ways.
7. Only if the training is a major component of the assignment, defined as such in the TOR.

## APPENDIX. FINANCIAL NEGOTIATIONS - BREAKDOWN OF REMUNERATION RATES

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(Not to be used when cost is a factor in the evaluation of Proposals)

### 1. Review of Remuneration Rates

1.1 The remuneration rates for staff are made up of salary, social costs, overheads, fee that is profit, and any premium or allowance paid for assignments away from headquarters. To assist the firm in preparing financial negotiations, a Sample Form giving a breakdown of rates is attached (no financial information should be included in the Technical Proposal). Agreed breakdown sheets shall form part of the negotiated contract.

1.2 The PA is charged with the custody of funds from Government of Sindh and is expected to exercise prudence in the expenditure of these funds. The PA is, therefore, concerned with the reasonableness of the firm's Financial Proposal, and, during negotiations, it expects to be able to review audited financial statements backing up the firm's remuneration rates, certified by an independent auditor. The firm shall be prepared to disclose such audited financial statements for the last three years, to substantiate its rates, and accept that its proposed rates and other financial matters are subject to scrutiny. Rate details are discussed below.

(i) **Salary**

This is the gross regular cash salary paid to the individual in the firm's home office. It shall not contain any premium for work away from headquarters or bonus.

(ii) **Social Costs**

Social costs are the costs to the firm of staff's non-monetary benefits. These items include, *inter alia*, social security including pension, medical and life insurance costs, and the cost of a staff member being sick or on vacation. In this regard, the cost of leave for public holidays is not an acceptable social cost nor is the cost of leave taken during an assignment if no additional staff replacement has been provided. Additional leave taken at the end of an assignment in accordance with the firm's leave policy is acceptable as a social cost.

(iii) **Cost of Leave**

The principles of calculating the cost of total days leave per annum as a percentage of basic salary shall normally be as follows:

$$\text{Leave cost as percentage of salary}^1 = \frac{\text{total days leave} \times 100}{[365 - w - ph - v - s]}$$

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<sup>1</sup> Where *w* = weekends, *ph* = public holidays, *v* = vacation, and *s* = sick leave.



rental, mobilization and demobilization, insurance, and printing. These costs may be either unit rates or reimbursable on the presentation of invoices, in foreign or local currency.

**3. PA Guarantee**

- 3.1 Payments to the firm, including payment of any advance based on cash flow projections covered by a PA guarantee, shall be made according to an agreed estimated schedule ensuring the consultant regular payments in local and foreign currency, as long as the services proceed as planned.

**Consultant's Representations Regarding Costs and Charges**

(Expressed in *[insert name of currency]*)

Personnel		1	2	3	4	5	6	7	8
Name	Position	Basic Salary per Working Month/Day/Year	Social Charges <sup>1</sup>	Overhead <sup>1</sup>	Subtotal	Fee <sup>2</sup>	Away from Headquarters Allowance	Proposed Fixed Rate per Working Month/Day/Hour	Proposed Fixed Rate per Working Month/Day/Hour <sup>1</sup>
Home Office									
Field									

1. Expressed as percentage of 1
2. Expressed as percentage of 4

General Condition of Contract

	<p>“In writing” means communicated in written form with proof of receipt</p>
<b>1.2 Law Governing Contract</b>	<p>This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the applicable law.</p>
<b>1.3 Language</b>	<p>This Contract is executed in the language specified in the SC, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.</p>
<b>1.4 Notices</b>	<p>1.4.1 Any notice, request or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the address specified in the SC</p> <p>1.4.2 A Party may change its address for notice hereunder by giving the other Party notice in writing of such change to the address specified in the SC.</p>
<b>1.5 Location</b>	<p>The Services shall be performed at such locations as are specified in special condition of contract 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 PA may approve.</p>
<b>1.6 Authority of Member in Charge</b>	<p>In case the Consultant consists of a joint venture/ consortium/ association of more than one individual firms, the Members hereby authorize the individual firms or specified in the SC to act on their behalf in exercising all the Consultant’s rights and obligations towards the PA under this Contract, including without limitation the receiving of instructions and payments from the PA.</p>
<b>1.7 Authorized Representatives</b>	<p>Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the PA or the Consultant may be taken or executed by the officials specified in the SC.</p>
<b>1.8 Taxes and Duties</b>	<p>The Consultant, Sub-Consultants, and their Personnel shall pay such direct or indirect taxes, duties, fees, and other impositions levied under the Applicable Law as specified in the SC, the amount of which is deemed to have been included in the Contract Price.</p>

	failure is the result of natural calamities, disasters and circumstances beyond the control of the parties.
<b>2.5.2 No Breach of Contract</b>	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.
<b>2.5.3 Extension of Time</b>	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.
<b>2.5.4 Payments</b>	During the period of their inability to perform the Services as a result of an event of Force Majeure, the Consultant shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.
<b>2.6 Termination</b>	<p>2.6.1 By the PA The PA may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (f) of this Clause GC 2.6.1. In such an occurrence the PA shall give a not less than thirty (30) days' written notice of termination to the Consultant, and sixty (60) days' in the case of the event referred to in (e):</p> <ul style="list-style-type: none"> <li>(a) If the Consultant does not remedy the failure in the performance of their obligations under the Contract, within thirty (30) days after being notified or within any further period as the PA may have subsequently approved in writing.</li> <li>(b) If the Consultant becomes insolvent or bankrupt.</li> <li>(c) If the Consultant, in the judgment of the PA has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.</li> <li>(d) If, as the result of Force Majeure, the Consultant(s) are unable to perform a material portion of the Services for a period of not less than sixty (60) days.</li> <li>(e) If the PA, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.</li> <li>(f) If the Consultant fails to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause GC 8 hereof.</li> </ul>
<b>2.6.2 By the Consultant</b>	<p>The Consultants may terminate this Contract, by not less than thirty (30) days' written notice to the PA, such notice to be given after the occurrence of any of the events specified in paragraphs (a) through (c) of this Clause GC 2.6.2:</p> <ul style="list-style-type: none"> <li>(a) If the PA fails to pay any money due to the Consultant pursuant to this Contract without consultants fault.</li> </ul>

	than consulting services) resulting from or directly related to the Consultant's Services for the preparation or implementation of the project.
<b>3.2.3 Prohibition of Conflicting Activities</b>	The Consultant shall not engage, and shall cause their Personnel as well as their Sub-Consultants and their Personnel not to engage, either directly or indirectly, in any business or professional activities which would conflict with the activities assigned to them under this Contract.
<b>3.3 Confidentiality</b>	Except with the prior written consent of the PA, the Consultant and the Personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Consultant and the Personnel make public the recommendations formulated in the course of, or as a result of, the Services.
<b>3.4 Insurance to be Taken Out by the Consultant</b>	The Consultant (a) shall take out and maintain, and shall cause any Sub-Consultants to take out and maintain, at their (or the Sub-Consultants', as the case may be) own cost but on terms and conditions approved by the PA, insurance against the risks, and for the coverage, as shall be specified in the SC; and (b) at the PA's request, shall provide evidence to the PA showing that such insurance has been taken out and maintained and that the current premiums have been paid.
<b>3.5 Consultant's Actions Requiring PA's Prior Approval</b>	The Consultant shall obtain the PA's prior approval in writing before taking any of the following actions: (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 in Appendix C, and, (c) any other action that may be specified in the SC.
<b>3.6 Reporting Obligations</b>	(a) The Consultant shall submit to the PA the reports and documents specified in (PA may insert appendix) hereto, in the form, in the numbers and within the time periods set forth in the said Appendix. (b) Final reports shall be delivered in CD ROM in addition to the hard copies specified in said Appendix.
<b>3.7 Documents Prepared by the Consultant to be the Property of the PA</b>	(a) All plans, drawings, specifications, designs, reports, other documents and software submitted by the Consultant under this Contract shall become and remain the property of the PA, and the Consultant shall, not later than upon termination or expiration of this Contract, deliver all such documents to the PA, together with a detailed inventory thereof. (b) The Consultant may retain a copy of such documents and software. Restrictions about the future use of these documents, if any, shall be specified in the SC.
<b>3.8 Accounting, Inspection and Auditing</b>	3.8.1 The Consultant shall keep, and shall cause its Sub-consultants to keep, accurate and systematic accounts and records in respect of the Contract, in accordance with internationally accepted accounting principles and in such form and detail as will clearly identify relevant time changes and costs 3.8.2 The Consultant shall permit, and shall cause its Sub consultants to permit, the PA and/or persons appointed by the

	corresponding adjustments shall be made to the amounts referred to in Clauses GC 6.2 (a) or (b), as the case may be.
<b>5.3 Services and Facilities</b>	The PA shall make available free of charge to the Consultant the Services and Facilities listed under Appendix F.
<b>6. PAYMENTS OF THE CONSULTANT</b>	
<b>6.1 Security</b>	The consultant has to submit bid security and the performance security at the rate mention in SC.
<b>6.2 Lump-Sum Payment</b>	The total payment due to the Consultant shall not exceed the Contract Price which is an all-inclusive fixed lump-sum covering all costs required to carry out the Services described in Appendix A. 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 Clause 2.4.
<b>6.3 Contract Price</b>	The price payable in Pak Rupees/foreign currency/ is set forth in the SC.
<b>6.4 Payment for Additional Services</b>	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 Appendices D and E.
<b>6.5 Terms and Conditions of Payment</b>	Payments will be made to the account of the Consultant and according to the payment schedule stated in the SC. Unless otherwise stated in the SC, the first payment shall be made against the provision by the Consultant of an advance payment guarantee for the same amount, and shall be valid for the period stated in the SC. Such guarantee shall be in the form set forth in Appendix G hereto or in such other form, as the PA shall have approved in writing. Any other payment shall be made after the conditions listed in the SC for such payment have been met, and the Consultant has submitted an invoice to the PA specifying the amount due.
<b>7. GOOD FAITH</b>	
<b>7.1 Good Faith</b>	The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.
<b>8. SETTLEMENT OF DISPUTES</b>	
<b>8.1 Amicable Settlement</b>	The Parties agree that the avoidance or early resolution of disputes is crucial for a smooth execution of the Contract and the success of the assignment. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation
<b>8.2 Dispute Resolution</b>	Any dispute between the Parties as to matters arising pursuant to this Contract that cannot be settled amicably within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement may be submitted by either Party for settlement in accordance with the provisions specified in the SC.

### III. Special Conditions of Contract

(Clauses in brackets { } are optional; all notes should be deleted in final text)

#### Number of GC Clause Amendments of, and Supplements to, Clauses in the General Conditions of Contract

1.1 Sindh Public Procurement Act and Sindh Public Procurement Rules 2010.

1.3 The language is English.

1.4 The addresses are:

Procuring Agency: Reform Support unit, School Education & Literacy Department, Government of Sindh-Karachi

Attention: Chief Program Manager

Facsimile: +92-21-34320251

E-mail: jamshedalam48@yahoo.com

Consultant: \_\_\_\_\_

\_\_\_\_\_

Attention: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail: \_\_\_\_\_

## Special Condition of Contract

Consultant, Sub-Consultants or Personnel, as the case may be, (i) shall bear such customs duties and taxes in conformity with the regulations of the Government's country, or (ii) shall reimburse them to the PA if they were paid by the PA at the time the property in question was brought into the Government's country.

- 2.2 The date for the commencement of Services is Tuesday, 15<sup>th</sup> November, 2017
- 2.3 The time period shall be 14 months from signing the contract.
- 3.4 The risks and the coverage shall be as follows:
- (a) Third Party motor vehicle liability insurance in respect of motor vehicles operated by the Consultant or its Personnel or any Sub- Consultants or their Personnel, with a minimum coverage of PKR 1,000,000/-;
  - (b) Third Party liability insurance, with a minimum coverage of P K R 1,000,000/-
  - (c) professional liability insurance, with a minimum coverage of PKR 250,000,000/-
  - (d) employer's liability and workers' compensation insurance in respect of the Personnel of the Consultant and of any Sub-Consultants, in accordance with the relevant provisions of the Applicable Law, as well as, with respect to such Personnel, any such life, health, accident, travel or other insurance as may be appropriate; and
  - (e) insurance against loss of or damage to (i) equipment purchased in whole or in part with funds provided under this Contract, (ii) the Consultant's property used in the performance of the Services, and (iii) any documents prepared by the Consultant in the performance of the Services.
- 3.7 (b) The Consultant shall not use these documents and software for purposes unrelated to this Contract without the prior written approval of the PA.
- 5.1 **Not Applicable**
- 6.1 **Bid Security shall be 2% of total quoted amount in shape of pay order, bank draft or Bank guarantee.**
- Performance guarantee shall be 5% of contractual amount in shape of pay order, bank draft or Bank guarantee.**
- 6.3 The amount in Pak Rupees or in foreign Currency [*insert amount*].



Appendix A

(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: .....  
[Seal]

Name of Seller/Supplier: .....  
Signature: .....  
[Seal]

Contract

<p><b>5. Project Administration</b></p>	<p>A. <u>Coordinator</u> The PA designates Mr. M. Zamir Khan-Portfolio Manager (SAT) as PA's Coordinator; the Coordinator shall be responsible for the coordination of activities under the Contract, for receiving and approving invoices for payment, and for acceptance of the deliverables by the PA.</p> <p>B. <u>Timesheet:</u> During the course of their work under this Contract the Consultant's employees providing services under this Contract may be required to complete timesheets or any other document used to identify time spent, as instructed by the Coordinator.</p> <p>C. <u>Records and Accounts:</u> The Consultant shall keep accurate and systematic records and accounts in respect of the Services, which will clearly identify all charges and expenses. The PA reserves the right to audit, or to nominate a reputable accounting firm to audit, the Consultant's records relating to amounts claimed under this Contract during its term and any extension, and for a period of three months thereafter.</p>
<p><b>6. Performance Standard</b></p>	<p>The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the PA considers unsatisfactory.</p>
<p><b>7. Confidentiality</b></p>	<p>The Consultants shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the PA's business or operations without the prior written consent of the PA.</p>
<p><b>8. Ownership of Material</b></p>	<p>Any studies, reports or other material, graphic, software or otherwise, prepared by the Consultant for the PA under the Contract shall belong to and remain the property of the PA. The Consultant may retain a copy of such documents and software.</p>
<p><b>9. Consultant Not to be Engaged in Certain Activities</b></p>	<p>The Consultant agrees that, during the term of this Contract and after its termination, the Consultants and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than the Services or any continuation thereof) for any project resulting from or closely related to the Services.</p>
<p><b>10. Insurance</b></p>	<p>The Consultant will be responsible for taking out any appropriate insurance coverage for their personnel and equipment.</p>
<p><b>11. Assignment</b></p>	<p>The Consultant shall not assign this Contract or Subcontract any portion thereof it without the PA's prior written consent.</p>
<p><b>12. Law Governing Contract and Language</b></p>	<p>The Contract shall be governed by the laws of Islamic Republic of Pakistan or the Provincial Government and the language of the Contract shall be English</p>
<p><b>13. Dispute Resolution</b></p>	<p>Any dispute arising out of this Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with the Arbitration Act of 1940</p>

## XXDescription of Services for Standardized Achievement Test SAT-VI

### DETAILED TERMS OF REFERENCES (TORS)

#### BACKGROUND:

The large scale standardized testing of individual students of Grades V and VIII is non-existent in the Sindh public education system. School tests are given to students but as these are not standardized it is difficult to identify whether the resulting scores are reliable and are valid indicators of the achievement of students. It also does not enable parents to assess the performance of their own child as compared to a national norm as there are no set standards or achievement levels/scales available in Sindh.

To rectify this, the Government of Sindh, Education & Literacy Department has introduced annual Sindh Standardized Achievement Testing.

The Sindh Standardized Achievement Test (SAT) is a nationally standardized test that report scores as percentiles, or as grade equivalents achievement scales and compares student test results to a national norm); it is an *achievement* test (one measuring subject knowledge and skills); and, includes a test on Mathematics, Sindhi/Urdu/English and Science .

SAT is planned to be used as a tool to provide policy information on various areas of education reform. Following are the key objectives:

- a. To link our mostly input driven reform agenda to output/outcomes.
- b. To use the process and results of SAT to affect attitudinal changes in teachers, for instance helping them to graduate from rote learning to active learning method that help to inculcate problem solving, critical thinking, communication inquiry and analytical skills in pupils. The results of the tests can also be used to review the curriculum/syllabus/textbooks of schools/teacher training colleges and teacher recruitment policies of various cadres and group of services.
- c. To inform parents, education administration, civil society and government and to gradually shift to result based accountability system.
- d. To inform policy makers, development partners, planners and implementers and to gradually move to evidence based policy making, planning and implementation.
- e. The purpose of the testing is to acknowledge achievers and help and support under achievers through planned inputs.
- f. To identify good districts and practices in order to learn and multiple the good practices to other districts.

## **A- THE NEED FOR SAT :**

SAT tests provide information regarding individual students achievement acquired from experience and participation in learning during their school year. They provide information regarding the strengths and weaknesses of individual students on a national norm or standard and this should enable the teacher, curriculum developers, textbook writers, policy makers to develop plans and systems for improvements in the achievement of individual students.

SAT tests what students have learnt throughout the school year. The Sindh SAT will be based on the National Curriculum and the student learning outcomes identified in the National Curriculum. All Students of class V and VIII takes the entire achievement test battery of Language (School's medium of instruction), Mathematics and G. Science, which comprises of subject knowledge and skills, including 21<sup>st</sup> century and other appropriate national and global skills.

## **B- THE DETAILS OF TORS ARE:**

### **1. INCEPTION REPORT,VALIDATED TEST PAPER SPECIFICATIONS**

The SAT contracted third party is required to develop the following:-

#### **1.1 PROJECT INCEPTION REPORT**

The contracted firm will develop a detailed plan for strategies, designing of tools, areas to be addressed in achievement test for children and socio economic tools, validation and review and pilot testing of tools, collection of data from the field, reporting and analysis of data, implementing arrangements and monitoring mechanism along with the profiles of the personnel to be associated for all the deliverable in the field along with time lines.

#### **1.2 VALIDATED PAPER SPECIFICATION**

The firm will develop a report on " validated test paper specification" for each year (if contract is more than 1 year) based on the Sindh curriculum in the subject of Mathematics, General science and Languages (Sindhi ,Urdu and English) for classes V and VIII ). The test paper specification will be highlighting the competencies, skills and their weight age for upcoming Standardized Achievement Test. The third party is required to engage content and testing experts in the development and validation of the specification. The third party will ensure a quality test paper specification which may cover the appropriate allocation to content areas, difficulty/ cognitive levels, appropriate skills, item format, time allocation, marks etc. This test paper specification should also be aligned with the curriculum standards, may also match with the recommended paper specification given with the contract. The third

party will share details on appropriateness and relevance of the paper specification obtained through expert validation.

#### **DELIVERABLES**

- (a) *Inception report covering all aspects of the project*
- (b) *Report on process of development of test, its specification, framework and review, expert validation and modification criterion.*
- (c) *The list of expert validation committee and their profiles.*

## **2. DEVELOPMENT AND REVIEW OF TEST ITEMS**

The SAT contracted firm is made responsible to develop and review the test items. The firm has to upload the finalized version of test items on SAT website and upgrade it to international standards, so that the online provision of quality test material may be provided to the teachers for their classroom assessments. The test items along with, stem, possible answers, and checking scheme, and detailed marking schemes are required to make them more user friendly. To assure the quality of items, fit for purpose and to avoid any bias the contracted firm is required to develop the items based on standard item development processes for quality items and item free from all possible bias. The items needs to be developed by professionally trained test developers and 10%of the items need to be reviewed by test experts based on the criteria for quality item, fit or purpose i.e. Alignment of test item with the targeted difficulty/ cognitive level and cognitive domain and bias,

#### **DELIVERABLES**

- a) *Report on Development and review of test items according to, criteria adopted for quality items and establishment of web site*

## **3. DEVELOPMENT AND REVIEW OF SOCIO ECONOMIC STATUS OF PARENTs, TEACHERs BACKGROUND QUESTIONNAIREs (TBQs) QUESTIONNAIRE FOR TEACHER's , STUDENTs and PARENTs AND SCHOOL PROFILE**

SAT has another feature of collecting detailed background information from subject school teachers through Teacher back ground questionnaire (TBQ) , school profile with Head masters, students, and socio economic status of parents separately. Such information may be used to unfold the various trends of teaching and learning practices among public schools of the province.

The tools on the above will be developed by the contracted firm. The firm will develop and pilot the tools in terms of appropriateness of the information to be collected, their relevance,, language, structure, length and instructions to collect the reliable data. The number of copies will be printed as per sampling

provisions. These tools be based on the areas as mentioned in inception report and must be presented to RSU for approval. The firm will be required to provide:

#### **DELIVERABLES**

- (a) Report on the development and review of tools, (TBQ, school profile, questionnaire for teachers, HMs, Students and parent,) criteria for inclusion i.e. Development, policy and planning and establishing relations with the learning of the students.*

#### **4. PILOT TESTING AND CREATING ITEM PROFILES AND ESTABLISHING SCALE RELIABILITY**

The piloting of test item is one of the strong tools to enhance the reliability of the test material. This strategy has been widely used among the developed education systems. As government of Sindh is striving to introduce the modern techniques of testing for overall quality of teaching and learning process so it is essential to apply this technique to achieve the broader objectives of this reform. Piloting and item analysis is to create item profiles is one of the most essential strategies used by the examiners to enhance the quality of test materials. The contracted firm is required to pilot 4 times the items required to develop the paper according to the specification that is fit for purpose and avoid content, cultural, language and gender bias.

The firm is required to pilot test item and undertake item analysis to identify item quality, difficulty level as well ability of the item to discriminate between less able students on an achievement scale of 1-5. Hence, this will require piloting testing of 4 times the items required to develop the actual test The contracted firm will assure the suitability of the sample size and its representativeness for pilot testing to develop item profiles, estimate reliability, develop achievement levels and to avoid bias. The firm will also develop test administration instructions, instructions booklets and train test administrators. . The firm will do item analysis including item difficulty and discrimination, review item based on item quality criteria to ensure that the quality test material may be used in the real tests. The contracted firm will also ensure that content, construct, face and criterion validity are met in the desired test. The contracted will also establish paper reliability and firm will also review the instructions for examiners and examinees. The firm will apply measures of anchoring and other techniques to equate multiple forms.

##### **4.1 Pilot testing will also provide information regarding:**

- a) length of time required for the tests to be completed:*
- b) Possible answers for the open-ended test items;*
- c) Criteria to be used for marking open-ended test items.*
- d) Items that are culturally biased.*
- e) Items profiles, difficulty and discrimination index.*
- f) Appropriateness of test administration manuals*

***Pilot testing of the test items and tests will need to be conducted with up to 2000 fresh students. 1200 students of Grade 6 and 800 students of Grade9 will appear in Pilot test.***

**4.2 The pilot test students should be representative of the testing population:**

- ***Geographical area (Urban, rural areas)***
- ***Nature of school: Male, female, mixed school students***
- ***Medium of schools, Sindh, Urdu and English***
- ***Types of schools in terms of one teacher, two teacher less than 10 teachers/ more than ten teachers etc***
- ***School with basic facilities.***

Appropriate software should be used to analyze the data and to provide feedback reports. The report of piloting will also be shared by the client with RSU.

**Note:** The sample population for pilot test should be from grade VI and grade IX and studying in the population of targeted grades. Moreover, the test may be administered to the students who had completed their grade V and grade VIII and recently promoted to grade VI and IX.

**DELIVERABLES**

*(a) Pilot testing report indicating the process, sampling and sample, methodology, item profiles and feedback on item improvement, reliability, item sorting according to specification and achievement scale. Key issues, challenges, lesson learnt, recommendations and way forward*

**5. DEVELOPMENT OF ASSESSMENT FRAMEWORK**

The firm will developed Assessment Framework for the SAT-VI test , develop marking scheme and steps to ensure quality in marking and scoring.

**5.1 The Marking scheme/rubric for CRQs/ERQs should describe the following:**

- Criteria to be used for marking open-ended test items.
- Development of new item and review criteria of test items which is already developed.
- Result of item analysis based on classical item analysis.
- Selection procedure for CRQ item
- Item profiles, difficulty and discrimination index.
- Process for scoring and coding of assessment booklet
- Process of item analysis and selection of items for actual test
- Appropriateness of test administration manuals/guideline, monitoring form, developed guideline for taluka or district coordinator, test administrators field report
- The Challenges/issues and recommendations.

**5.2 Ensuring the Quality of Marking and Scoring the Tests**

The subjectivity in marking of answer scripts has been widely observed in public examination systems. This challenge is greatly hindering actual student performances and the quality of teaching and learning is continuously decreasing due to the subjectivity of marking. Firm will use e-marking and train markers on the criterion developed and to adopt standard procedures to reduce the variance in marking and increase inter marker reliability for CRQs, and ERQs and procedural problem solving in mathematics

#### **DELIVERABLES**

- (a) *The firm will develop, share details and adopt standardized procedures for increased marking reliability and accuracy so that overall quality of marking can be increased.*
- (b) *Training manual, date and venue of the activity, list of trainees and trainers and Profile of marker and coders used in the process, (like name, designation, qualification, experience etc)*

#### **6. FORMAT OF THE TEST PAPERS**

The format of the test will be agreed with the contracted firm. The format of tests affects Tests' reliability and validity. It is internationally recognized that the test format has an influence **on the** test performance of students. It is important that the formats of all the tests match. There is a need **to ensure that** the tests are easy for the students to read and to make them to want to complete the tests. The test administration should include a sample test, this will provide exercise in solving the tests.

Two set of test booklets (Booklet A, B), consisting of 100 test items each in the subject of Science, Mathematics and Language (Sindhi/Urdu/English) of the same level of difficulty will be developed for students. This will prevent copying during the testing. The format of the test papers will also be dependent on whether the contracted firm uses optical mark readers and optical character readers.

The final booklets consist item with respect to difficulty level as;

Easy items= 20 %      Moderate item= 60 %      and Difficult items= 20 %

These test booklets will be presented to RSU one week prior to its printing and approved accordingly

#### **DELIVERABLE**

- (a) *A complete template with Paper layout and format along with a report on reason for using the particular layout*

#### **7. STUDENT POPULATION TO BE TESTED**

The population to be tested will be all students of Grades V and grade VIII enrolled in public schools of Sindh province after verification of enrollment (Firm will verify enrollment for final test).



## **DELIVERABLE**

- (a) Details about the Population/Enrollment, medium, shift of schools and type of school district and Taluka wise.*

### **8. PRINTING AND DISPATCHING OF THE TESTS**

The printing and dispatching of the test booklets to the test centers will be the responsibility of the contracted firm. The booklet should be on appropriate gram paper and should be readable.

## **DELIVERABLE**

- (a) Booklets to the entire population appearing in the tests.*  
*(b) Five sets of the test booklets IN EACH SUBJECT AND VERSION to RSU.*  
*(c) Booklet printing schedule district wise / taluka wise before 1 week of actual test.*

### **9. TESTING DATES AND TIMING**

The testing firm will establish examination centers within area of 2 KMs. SAT examination centers may be established in Higher secondary school, Secondary schools, Middle schools, Elementary school, primary schools, campus schools, The tests are expected to be conducted in the **1st week of January 2018 before the Schools annual exams**. The tests will be administered according to a rotation timetable drawn up by the contract firm. It is expected that two divisions will be covered in one week and the testing will be completed in 29 districts (or as per new administrative structure) **in one month**.

The time required for the tests will be approximately 30 minutes for each test (subject). All the subject will be tested in a school in one day.

The test of two booklets administered in a day with minimum gap of 30 minutes. The whole process of test administration will be completed during school time 3 to 4 hours.

## **DELIVERABLE**

- (a) A complete testing plan with timelines and dates, division, district, taluka wise and schools addresses to be provided at least 10 days prior to test administration to RSU and Educational Managers of School Education & Literacy Department.*

### **10. TEST ADMINISTRATION AND MONITORING.**

The test administration is one of biggest challenge in large scale testing in Pakistan. It has been observed that all the stake holders, i.e. candidates, teachers and even parents try to affect the results. Thus the test administration requires adequate planning, training of test administrators and monitoring by the testing agency.

The third party will engage monitors/firm involved in monitoring to observe at least 5% test centers to collect information about the quality of test administration. The third party will submit a report

developed by monitors/ monitoring firm highlighting strengths and weaknesses along with recommendations so that the quality of test administration may be enhanced for upcoming SAT rounds.

#### **DELIVERABLES**

- (a) *Report on the standardized procedures adopted for the test administration of SAT in the province. Details of Workshop for test administrators, dates and venues, Fields reports of the test administrators (TAs) and profiles of TAs and recommendations.*
- (b) *Report of monitoring and evaluation by the test administration along with frame work ,Detail profile of the Monitoring and Evaluation firm*

#### **11. STATISTICAL ANALYTICAL REPORT ON STUDENT PERFORMANCES AND SOCIO ECONOMIC TOOLS**

The third party/ firm will use latest software to explore the evidence of equating using statistics, analysis of not only raw scores but ability of students on a national norm, percentile, internal consistency and parallel forms reliability will be presented.

The contracted firm will also present achievement in relation with the independent variables in the background questionnaire to identify the correlations, also to identify good schools and districts, schools and districts needing additional support. The kind of support will also be suggested by the firm based on the data for evidence based planning.

##### **A Technical Analytical Report may present.**

*Section 1: Standardized Testing Purpose, Process and Methodology.*

*Section 2: Descriptive Results Reporting.*

*Section 3: Analytical Results Reporting in relation to the key areas in the background questionnaire*

*Conclusion, Recommendations, Implications for policy, planning, practice.*

The results should indicate achievement through percentiles and achievement scales for each subject to the results should be analyzed for the following:

- Achievement of individual students for each subject, cognitive level achievement scale, Mean achievement, standard deviations, percentiles, grade/subject specific achievement scale for each subject for provinces, districts, talukas, UCs/wards and schools
- Achievement( Mean achievement, standard deviations, percentiles, grade/subject specific achievement scale) comparing district results (result of one district as compared with the rest of the districts), talukas (result of each taluka as compared with other talukas in the same district), tehsils (result of each lasil as compared **with** other tehsils in the same district); UCs (result of each UC as compared with the rest of the UCs in a tehsil)
- Achievement (Mean achievement, standard deviations, percentiles, grade/subject specific achievement scale) according to rural, urban areas.
- Achievement (Mean achievement, standard deviations, percentiles, grade/subject specific achievement scale) according to gender — male, female
- Range of scores within province, district, taluka, tehsil
- Regional trends within the province

- Achievement (Mean achievement, standard deviations, percentiles, grade/subject specific achievement scale) of private schools according to fees charged. the analysis tools used should be able to provide data to enable year upon year trends to be
- Achievement of students related to information provided by the background Questionnaires by teachers and parents obtained as well as comparisons between subject achievements.

#### **DELIVERABLES**

(a) An international standard printed Technical Analytical Report including Teacher, student and parents and head teachers Background questionnaire information and different correlations.

### **12. STRATEGY FOR DISSEMINATION OF STUDENT PERFORMANCES WITH STAKEHOLDERS**

The sharing of student performances with parents and other stakeholders is one of the major innovations introduced through SAT reform. The purpose of disseminating student performances is to make public realize the issues and challenges of public school system and the parents may start inquiring about their child's performances through student record card (SRC).

The firm will devise strategies for dissemination of student performances for the multiple stakeholders. (POLICY MAKERS, students, Parent, school heads and District Managers,)

For this purpose the firm will develop strategy to:-

- a) Inform divisional and district Managers about the test administration plan and
- b) Disseminate the finding of the SAT among stake holders. Generate and share appropriate data for different stakeholders including policy makers and implementers, district staff, head teachers, teachers, curriculum planners, textbook writers, and most important the parent and child. Moreover the usability of the information and its relevance to the participants will be very important so that the implications of the findings on the basis of SAT results can be designed and implemented.
- c) Develop and implements strategy for," dissemination of the students report cards among parents.

#### **DELIVERABLES**

- (a) Report on conduct of Regional Seminars.
- (b) Plan and report on the dissemination of SAT results.
- (c) Report On Dissemination of SRC.

### 13. PROCESS AND EX-POST REVIEW

The process and ex-post review of the achievement test is one of the major distinctions of SAT reform. The firm will develop a monitoring and evaluation framework for process to feedback into the process for improvement and ex-post review to diagnose the strengths and weaknesses of the whole process from diagnose the process of test development, test administration, analysis of data, and dissemination of result with stakeholders along specific suggestions which may help to improve the quality of each step. The firm will review the SAT website user trends to identify the number and nature of SAT website users. The firm will also suggest some material/links which may be uploaded on SAT website so that information available on website can be used by various stakeholders.

The firm will review the whole process and make suggestions which may help to refine the process for coming rounds of SAT.

#### DELIVERABLES

##### For Quality Assurance:

- (a) *Report on the Process, methodology, tools, time lines methodology and Outcomes and Monitoring and Evaluation Framework with indicators for the entire contracted work, each component and comprehensive basis.*

##### C- TIME PERIOD

The whole project will be complete in 38 weeks. Detailed time lines for each deliverables are given as under:-

S.No	Deliverable	Time
1	<b>Deliverable 1: Inception Report, Validated Test Paper Specifications</b>	<b>2 weeks after award of the contract.</b>
2	<b>Deliverable -2 : Development and review of test items</b> <b>Deliverable-4 : Development and review of socio economic status of parents, teachers background questionnaires (TBQs) questionnaire for teacher's students and parents and school profile</b>	<b>4 weeks after the inception report</b>
3	<b>Deliverable-3 : Pilot Testing and creating Items Profiles And Establish Scale Reliability</b>	<b>6 weeks after he deliverable 2 and 4</b>
4	<b>Deliverable- 5: Development of assessment frame work</b> <b>deliverable-6 format of the test paper</b>	<b>6 weeks after deliverable -3</b>

5	<b>Deliverable -7 :Student Population To Be Tested</b>	<b>12 weeks after deliverable 2 and 4.</b>
6	<b>Deliverable-8: Printing And Dispatching Of The Tests</b>	<b>2 weeks after deliverable -7</b>
7	<b>Deliverable-9: Testing Date And Time</b>	<b>2 weeks after deliverable -7</b>
8	<b>Deliverable -10: Test Administration And Monitoring (One Month Exercise)</b>	<b>One week after the Deliverable -8)</b>
9	<b>Deliverable-11: Statistical Analytical Report On Student Performances And Socio Economic Tools</b>	<b>8 weeks after deliverable 10</b>
10	<b>Deliverable 12: Dissemination Of Students Performance With Stakeholders( 4 Weeks Exercise)</b>	<b>10 week s after deliverable 11</b>
11	<b>Deliverable-13: Process And Ex-Post Review( 4 Weeks Exercise)</b>	<b>4 weeks after deliverable 11</b>

#### **D- PAYMENT PROCEDURE:**

Payment for SAT-VI (2017-18) shall be made in accordance with the break up given below.

- a) 10% of the cost of lump sum contract shall be released on preparation of Project Inception Report, Project Implementation Plan, collection of enrollment verification data and other requisite plans / protocols and test paper specifications.
- b) 10% of the cost of lump sum contract shall be released on submitting development and review report of test items (Science, Mathematics and Language) and tools for socio economics survey for Parents, tools for teacher, students and HMs, TBQ and school profiles and establishment of web site.
- c) 10% of the cost of the lump sum contract shall be released on submission of pilot testing report (technical and statistical). Development of assessment frame work and format of the paper.
- d) 10% of the cost of lump sum contract shall be released on sample papers dissemination through newspapers by the consulting firm on its own expenses and sending sample papers to all schools and finalizing student population to be tested.
- e) 20% of the cost of the lump sum contract shall be released on test administration in 75% schools by sending authenticated attendance report.
- f) 20% of the cost of the lump sum contract shall be released on submission of final colorful report (technical and statistical)
- g) 20% of the cost of the lump sum contract shall be released on disseminating/sharing results among all relevant stake holders , including sharing of the student report cards to parents through test center schools

Note: All the submitted reports shall be treated as draft until the satisfactory comments received from concerned portfolio manager. This assignment is carried out for estimated 300,000 students (Three Hundred Thousand). The consultancy firm shall furnish proposal keeping in view this no. of students. In case of excess of 300,000 students appeared/attended test, the payment to the consultancy firm shall be made on prorata basis. A student here means one who appear/attend test. No payment shall be made on reimbursement basis.


**ANNUAL PROCUREMENT PLAN**

**(WORK, GOODS & SERVICES)**

**Financial year 2017-18**

SR 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	Timing of procurements				Remarks
								1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
1	Conduction of Standardized Achievement Test (SAT- VI)	N/A	N/A	PKR 200 Million	PKR 200 Million	Non ADP	QCBS		√			
2	Girls's Stipend Disbursement	N/A	N/A	PKR 15 Million	PKR 15 Million	Non ADP	NCB		√			

Approved and signed

**Chief Progrma Manager**  
**Reform Support Unit**  
**School Education Department,**  
**Government of Sindh**