



**SINDH EDUCATION FOUNDATION
GOVT. OF SINDH
(HEAD OFFICE)**



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

**Hiring of Consultants for Short Term Consultancy
(Subject Expert in English, Science and Mathematics)**

Tender # SEF/WEB/17-18/28

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 understands National Curriculum.

The individual who can perform the following responsibilities for a period of three months and possess relevant experience are encouraged to apply:

| S.# | SUBJECT EXPERTS ARE REQUIRED | Qty. | Qualification & Experience | Type of Position |
|-----|------------------------------|------|--|--------------------|
| 1 | Subject Expert - English | 01 | Masters in Curriculum Development, Education or English/Linguistics from a recognized University. Understanding of National curriculum is a must. Minimum 03 years of content reviewing /teaching and assessment experience at higher secondary level. Experience of developing Teaching Learning Material Development (TLM). | 06 Months contract |
| 2 | Subject Expert - Mathematics | 01 | Masters in Curriculum Development or Mathematics from a recognized University. Understanding of National Curriculum is a must. Minimum 03 years of teaching and assessment experience at higher secondary level. Experience of developing Teaching Learning Material Development (TLM). | 06 Months contract |
| 3 | Subject Expert- Science | 01 | Masters in Curriculum Development, Physics, Chemistry or Biology from a recognized University. Understanding of National Curriculum is a must. Minimum 03 years of teaching and assessment experience at higher secondary level. Experience of developing Teaching Learning Material Development (TLM). | 06 Months contract |

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

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@gmail.com Website: www.sef.org.pk



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

The Last date of submission of CVs is 24th November, 2017 by 03:00 p.m. sharp; the CVs will be opened for screening on the same day at 03:30 p.m. in the presence of Consultant Selection Committee. 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 & www.spprasindh.gov.pk respectively.

"The Procuring Agency may reject any bid subject to relevant provision of SPP Rules 2010 and may cancel the CVs process at any time prior to acceptance of bid or proposal as per Rule -25(1) of said rules of SPP Rules 2010."

-Sd/-
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@gmail.com Website: www.sef.org.pk

ToRs of Subject Experts-English

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

English Language Expert

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

ToRs of Subject Experts-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.

ToRs of Subject Experts - Mathematics

- Mathematics Subject Expert

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



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 27th 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 11th, 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).

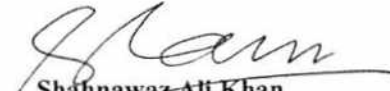
The Committee's TORs are:

- 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



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).

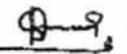
CHIEF SECRETARY SINDH

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

Karachi, dated the 30th 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)