

SINDH EDUCATION FOUNDATION, GOVERNMENT OF SINDH

“Promoting Private Schooling in Rural Sindh (PPRS)”

Terms of Reference for Conducting/Invigilating & Electronic Marking of Students’ Assessment Booklets from Grade-III to Grade-VII in 255 SEF Schools

PROJECT BRIEF:

The Sindh Education Foundation under the Government of Sindh has initiated program entitled “Promoting Private Schooling in Rural Sindh” (PPRS) in selected districts of the province of Sindh. A public-private partnership project is based on per child subsidy model and free quality education. The goal of the program is to establish public private partnership for increasing access to and improving the quality of educational services provided to the children in marginalized area of Sindh province with support of private sector.

The Foundation intends to outsource the process of conducting examination/Assessment of the students & Electronic Marking of Students’ Assessment Booklets from Grade-III to Grade-VII who have received education under the PPRS Program. For this purpose the services of an eligible Firm is being hired.

1. Rationale for the Consultancy Assessment Execution (Conducting/Invigilation):

- ✓ To hire a Firm for **conducting Assessment of students from Grade-III to Grade-VII** to ensure transparency in the smooth and efficient framework simultaneously in ten districts of the province of Sindh.
- ✓ To devise swift and cost effective mechanisms in order to execute the large scale activity in the limited time frame.

1.1. Objectives of the Consultancy:

The Firm should have the ability to:

- Administer assessment activity in eleven districts of the province of Sindh simultaneously.
- Assess the students of up to 255 schools with the following breakup:

FY 2016-17	255 schools Grades III-VII	23,000 to 25,000 students
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- ensure secrecy of Assessment papers.
- have a back-up plan foreseeing any sort of catastrophe or emergency.
- ensure the security of assessment material.
- execute assessment papers based on MCQs to be administer on OMR Sheets and short and essay type questions on detail answer scripts

1.2 Assessment Specification:

Type of Papers

- The Assessment is planned to be executed from Grades III to VII.
- The Assessment papers will include Multiple Choice Questions (MCQs) to be attempted on OMR sheet and Short Responses in the booklet with the variety of Assessment tools.
- Variety of short questions will be the part of descriptive section in which students will be expected to write answers briefly and to the point.

Timings

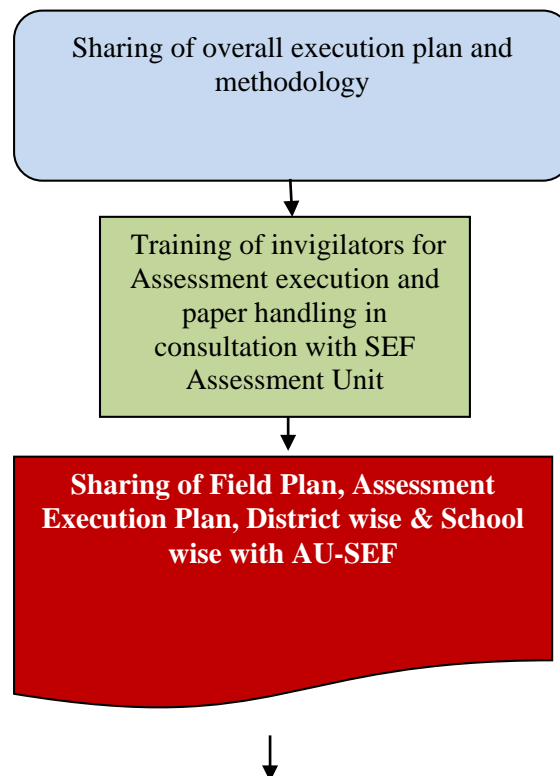
- The time duration of papers would 3 hours approximately.

Assessment Cycle and Process

- The assessment cycle would be in FY 2016-17

Feb to April, 2017
Copies
23,000- 25,000
In 255 schools approximately

Flow Chart of Assessment Execution



Collection of Assessment booklets & School boxes from printing agency in Secured vehicle to be delivered in districts & schools for Execution



Execution of Assessment according to pre-announced dates & timings



Packing & Sealing of Consignment immediately after paper ends



Collection of total consignment and delivered for Electronic Marking

1.3 Requirements from Consultant:

The consultant will take over all responsibility for the Assessment Execution including:

- ✓ Hiring of Invigilators: The hired invigilators should not be associated with SEF and SEF partners (school Operators) in any circumstances currently or previously.
- ✓ Making a realistic Field plan
- ✓ A project plan of the complete operation is required that should contain the stages of operation with the Quality Assurance mechanism. Including Project In charge, District coordinator, supervisor, chief invigilator, troubleshooting center with the approachable contact details etc.
- ✓ The Project Coordinator appointed should have a minimum three years' experience of conducting Assessment of recognized institution.
- ✓ Provide the detail addresses of the Assessment control offices in the various districts and the contact details of the district coordinators
- ✓ Ensure the safety of material during commute and lodging from weather effects
- ✓ Qualification of core supervisory staff should be at least Post Graduate.
- ✓ Provide a detail plan from the start of the job till the end.
- ✓ Collection & Delivery of Assessment material i.e. Booklets, Incident Report Forms, Invigilators observation at school, Student Attendance sheets sealed in school assessment box accordingly.
- ✓ Assurance of protocols provided by AU-SEF to be followed strictly.
- ✓ Ensuring services of best invigilators available, with minimum qualification of graduation with the strong communication skills & strong verbal & written skills in Sindhi, Urdu & English languages.
- ✓ Selected invigilators should be physically and mentally fit.
- ✓ The selection criteria of Invigilators should be shared with SEF.
- ✓ Ensure 100% transparency while conducting the exams.

1.4 DELIVERABLES & DOCUMENT SHARING:

a) Pre Assessment

- ✓ Detail field plan (location, dates, timing)
- ✓ Execution Strategy (# of invigilator's assigned per school, per class according to ratio of 1:20, # of quality assurance staff and contact details)
- ✓ Number of invigilators deputed on each duty station.
- ✓ Emergency Response planning in case of any law & order and any other unforeseen situation.

b) During Assessment

A daily report should be submitted to the SEF focal person regarding the following:

- ✓ School Attendance status (grade wise candidate wise)
- ✓ Number of Absent, Drop outs, Retained and Promoted students Reported (ADRP's)
- ✓ Timing of assessment execution
- ✓ Time-in and time-out of invigilators
- ✓ Number of schools where Assessment is conducted

c) Post –Assessment

- ✓ Soft data of incident report.
- ✓ Pictures of live assessment.
- ✓ A comprehensive report of closed schools (if any) with the concrete evidence such as photographs, recorded statement of community personals.
- ✓ A comprehensive exam completion report should be submitted within two weeks after the job completion.

1.5 GENERAL CONDITIONS:

- The Firm will deal with the answer scripts, as per agreement in proposal.
- The Firm will verify the student's data, profile with General Register (GR) and attendance record present in schools.
- All the data used during the process of Assessment Execution will be the sole property of SEF and will be handed over to SEF.

- The Firm will not be allowed to share the data/findings to any other person/NGO/Foundation/Donor and will not use the data for any other purpose.
- The Firm will ensure efficient and timely completion of the task and submit the first draft of report to SEF for review and will submit the final report to SEF as per suggested plan.
- The Firm will be working in close coordination from the beginning till the completion of activity with Assessment Unit SEF.

1.6 TIME SCHEDULE:

The Execution of Assessment has to be undertaken within 5 working days after the collection of Consignment from the printing agency.

2. Rational for the consultancy of Electronic Marking:

- ✓ To hire services of a firm for Electronic marking of the assessment papers to ensure transparency in the system.
- ✓ To ensure the efficiency of the assessment framework.
- ✓ To conduct analysis of the marked assessment papers with the help of latest marking software's and also using Item Response Theory (IRT) mechanism.
- ✓

2.1 Objectives of the consultancy:

- ✓ To ensure independent checking by a reputable assessment firm.
- ✓ To implement standard norms of Assessment.

2.2 ASSESSMENT SPECIFICATION:

- ✓ The assessment is planned to be executed from Grades III to VII in the FY 2016-17.
- ✓ The assessment papers are designed according to the National Curriculum and prescribed text books for relevant grades.
- ✓ The assessment papers will include Multiple Choice Questions (MCQs), Short Response Questions (SRQs) and other Assessment tools.
- ✓ The assessment papers are primarily developed in English language and are translated in Urdu and Sindhi languages, so that students can understand and attempt assessment papers with ease.
- ✓ Each assessment booklet will contain approximately 28-52 pages.
- ✓ There will be three versions of paper for each grade.
- ✓ The results analysis shall be submitted to the Assessment Unit, SEF within 30 days after the execution of Assessment

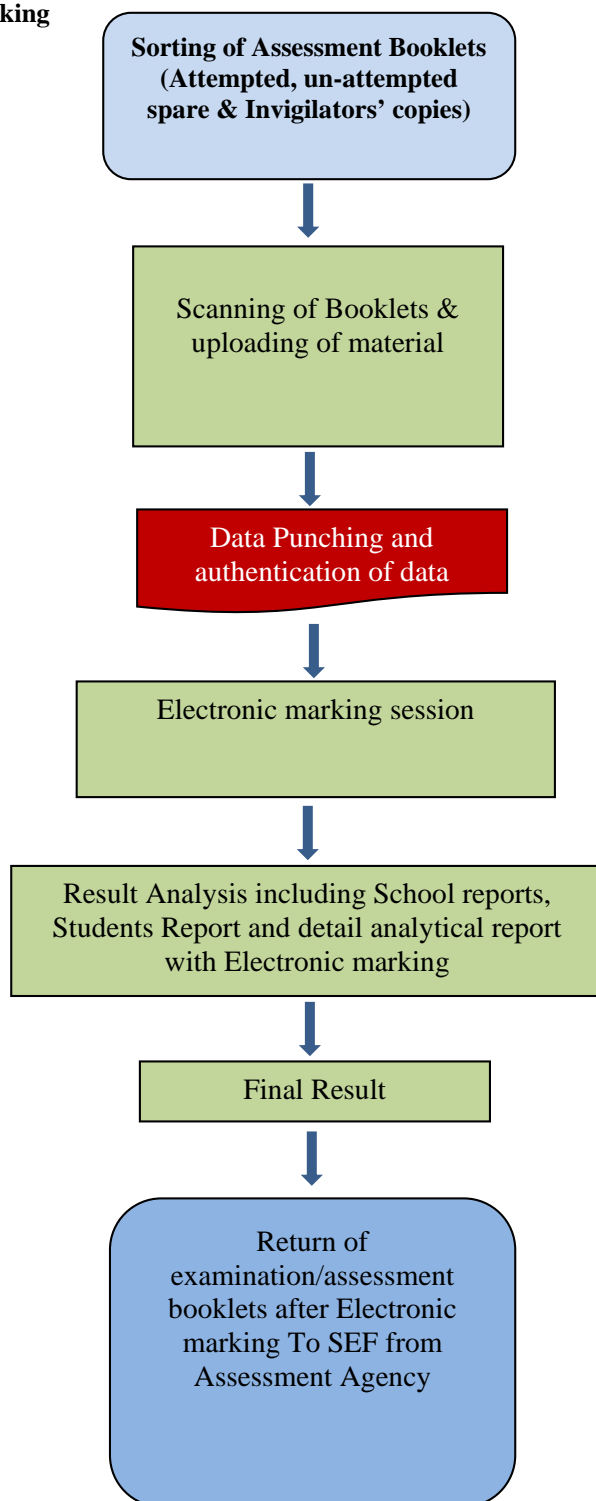
2.3 Assessment Cycle and Process:

The assessment cycle will be in the FY 2016-17

**Feb to April, 2017
Copies
23,000- 25,000
In 255 school approximately**

NOTE: 10% to 15% variation may occur in total number of students to be assessed

Process of Electronic marking



2.4 REQUIREMENTS FROM CONSULTANT:

The consultant will take over all responsibilities for the Electronic marking including:

Sorting of packets
Scanning of assessment booklets
OMR marking of MCQs for grades 6 and 7
Uploading of marks scheme
Electronic marking sessions of SRQs & ERQs
Result compilation
Individual Student's result card
School score cards
Result analysis
Detailed analytical report of the examination/assessment.
The invigilators booklets and unused booklets should not be catered and returned as it is

2.5 FINAL RESULT:

The detail analytical report should contain the following:

- ✓ Student wise descriptive feedback highlighting areas of difficulty
- ✓ Item wise analysis
- ✓ Grade wise analysis
- ✓ Subject wise analysis
- ✓ School wise reporting
- ✓ District wise reporting
- ✓ Over all tabulated result

2.6 DELIVERABLES:

- ✓ Provide complete analysis of assessment papers based on competency achievements.
- ✓ Soft data of all the uploaded material.
- ✓ Results in digital format, as well as 05 sets of hard copies.
- ✓ 03 sets of individual school report cards signed and sealed by the Electronic marking firm.
- ✓ 02 sets of student's report card signed and sealed by the marking firm.
- ✓ A detail analytical report as a final deliverable (content of the report will be shared by SEF with the firm, once the marking sessions will over)
- ✓ A completion report in all aspects.

2.7 GENERAL CONDITIONS:

- ✓ The Firm should have extensive experience and relevant staff, subject experts and data analysts team in the subjects i.e. English, Mathematics, Science and Sindhi to check and analyze the results and content from Primary to Secondary level.
- ✓ Experts of Sindhi language are essential as majority students attempt answers in Sindhi language.
- ✓ The marking of papers will be done according to the prepared marking scheme and checking hints that will be provided by the Assessment Unit, SEF.
- ✓ The entire staff engaged in the process should be at least graduate.
- ✓ The Firm will deal with the answer booklets, as per given plan in the proposal.
- ✓ SEF team will visit the Electronic Marking Session for the purpose of Quality Assurance.
- ✓ All the data used during the process of Electronic marking will be the sole property of SEF and will be handed over to SEF.
- ✓ The Firm will not share the data/findings to any person/NGO/Foundation/Donor or other entity and will not use the data for any other purpose.
- ✓ The Firm will ensure efficient and timely completion of the task and submit the first draft of report to SEF for review and will submit the final report to SEF as per suggested plan.
- ✓ Evidences will be required (where ever applicable).

2.8 TIME SCHEDULE:

The Electronic marking is to be undertaken within 30-45 days after the completion of Assessment Execution

PAYMENT SCHEDULE:

First Payment	10%	Mobilization advance within 15 days after signing the contract agreement against bank guarantee
Second Payment	30%	After the completion of Assessment Execution exercise (all deliverables)
Third Payment	30%	After the completion of Electronic Marking (all deliverables)
Final Payment	30%	After the submission of all Final reports (complete in all aspects), handing over of Final Data (in all aspects) in hard and soft forms as per the deliverables

PENALTIES FOR NON-COMPLIANCE:

In case the consignment is delayed, 0.5% of total (100%) payment will be deducted on each 10 (Ten) days after the deadline.