



Sindh Education Foundation
Government of Sindh

The Sindh Education Foundation, under the leadership of its Board of Governors, is playing a significant role in building sustainable partnerships with individuals and organizations from the private sector at large to strengthen quality education among the underserved strata. The Government of Sindh aims to increase enrollment and improve the quality of the educational provision in underserved areas using an oversight and accountability mechanism connecting access with quality measures.

To bring out-of-school children into the fold, the Foundation aims to establish 100 Foundation Assisted Schools, both new and existing private schools, in the Karachi Region ONLY (Karachi East, Karachi West, Karachi Central, Karachi South, Korangi, Malir, and Kemari). Please note that the number of finally selected schools may vary subject to the availability of funds.

REQUEST FOR PROPOSAL

Category A: Establishment of New Schools

Last Date to Apply:
June 03, 2024
(Non Extendable)



Address:

Sindh Education Foundation, Government of Sindh.

Regional Office Karachi

House # 24-A, Block 7 & 8 Overseas Cooperative Housing
Society, Ameer Khusro Road Karachi

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1. Introduction

The Sindh Education Foundation (SEF), Government of Sindh is a semi-autonomous organization established under the Sindh Education Foundation Act, 1992. The Sindh Education Foundation; as a major arm of the Government of Sindh for Public Private Partnerships in the Education Sector is handling a portfolio of around 2,700 Schools spread across the deepest rural pockets of the Sindh province, with an enrollment of approximately 900,000 students through Public Private Partnership (PPP) mode under its multiple programmatic interventions.

The Sindh Education Foundation under the leadership of its Board of Governors is playing a significant role through building sustainable partnerships with individuals and organizations from private sector at large for strengthening quality education among the underserved strata. The SEF aims at increasing enrollment and improving quality in the educational provision in underserved areas using an oversight & accountability mechanism that connects access with the quality measures.

2. The Assignment

Given the rapid growth in population of Karachi and the expansion of settlements, the Government of Sindh as promised in its manifesto, the Foundation, in order to bring the regional parity, plans to establish 100 Foundation Assisted Schools in Karachi region to provide access of free and compulsory education to all communities. In this background the Sindh Education Foundation intends to establish 100 Schools (New & Existing Private Schools) in all districts of Karachi Region in partnership with Individuals/Organizations to be managed and run under the Foundation's Per Child Financing Model. The Individuals/Organizations shall be selected through a fair, transparent and competitive selection process, after which SEF shall enter into a Partnership Contract with the successful Individuals/Organizations in respect of the assignment. The number of schools awarded may vary subject to availability of funds.

3. Scope of Work

- i. This initiative aims to cater out of school children, provide free of cost, quality education in the Foundation Assisted Schools (FAS) by partnering with private sector Individuals/Organizations, under the Foundation's regulatory and financial support mechanism, with a view to ensuring provision of sustainable education.
- ii. Partner, when selected, will;
 - a. Receive per child per month cost.
 - b. Receive technical inputs including but not limited to capacity building of teachers, head teachers, and partners on regular basis and other value additions as announced by SEF.
 - c. Receive free text books and learning material.
 - d. Be liable to perform in accordance with the terms of reference set in partnership contract.
 - e. Be liable to provide equitable, adequate and quality learning environment including infrastructure, quality teaching staff etc.

4. Dates to Remember

The last date of submission of RFP is 03rd June 2024 on or before 05:00 p.m. at SEF Head Office. The Foundation may, at its sole discretion and without prior notice to applicant, cancel the process and/or extend the date of submission of RFP. Applicants Individuals/Organizations will however be informed accordingly. The Foundation shall not incur any liability whatsoever arising out of aforementioned discretionary acts.

5. Category A – Establishment of New Schools

➤ For Organizations

- i. The organization must be registered with relevant Government Authorities. Valid Registration Certificate shall be required.
- ii. The organization must have either net worth of PKR. 2 million or turnover of PKR. 2.5 million for the last 02 years.
 - For substantiating net worth, the copy of audit report of last 2 years duly signed by certified chartered accountant shall be required.
 - For substantiating turnover, the bank statement of last 2 years duly verified by the concerned bank shall be required.
- iii. The account maintenance certificate duly verified by concerned bank shall be required.
- iv. The organization must NOT be black listed by or on the watch list of any relevant regulatory agency of the state for violation of any relevant law(s). An undertaking on stamp paper of Rs.500 or above will be required.
- v. The organization's head, general secretary, treasurer and/or equivalent office bearers must NOT be civil servants or employees of autonomous/semi-autonomous and government funded agency. An undertaking on stamp paper of Rs.500 or above will be required.
- vi. Must possess at least three years of relevant experience of running educational institutions or in the Development Sector.
- vii. Those organizations that once were partners of SEF and the partnership had been cancelled by the Foundation on account of serious breach of contract including any act of defamation, fraudulent activities, misappropriation or embezzlement of funds entrusted to such organization in pursuance of contract executed amongst the parties are NOT eligible to apply.
- viii. The organization must have effective systems of institutional management in place including but not limited to; authority matrix, oversight & accountability, financial management, internal controls etc. The organization must have a strong central source of leadership that can shape a vision of academic success keeping in view the challenging dimensions of the education sector in the Province.
- ix. The organization at the time of RFP submission shall be liable to disclose in writing to the

Foundation any other facts which might give rise to a conflict of interest (if any) whether real or perceived. An undertaking on stamp paper of Rs.500 or above will be required. In such cases the decision of the Evaluation Committee shall be considered final and binding.

➤ For Individuals

- i. An individual must possess the domicile of Sindh province.
- ii. An individual must have a minimum qualification of graduation from recognized institutions.
- iii. An individual must have relevant experience of three years in education/development sector.
- iv. An individual must not be involved in any illegal/criminal activities. Character certificate from concerned police station OR by a gazetted government officer of grade 17 and above will be required.
- v. An individual whose contract had been cancelled by the Foundation on account of breach of contract including any act of defamation, fraudulent activities, misappropriation or embezzlement of funds entrusted to such person in pursuance of contract executed amongst the parties are not eligible to apply.
- vi. An individual shall be liable to disclose in writing to the Foundation any other facts which might give rise to a conflict of interest (if any) whether real or perceived. In such cases the decision of the Evaluation Committee shall be considered final and binding.
- vii. An individual shall be required to submit an undertaking that he/she is NOT civil servant or employee of any autonomous/semi-autonomous and government funded agency. An undertaking on stamp paper of Rs.500 or above will be required.

➤ Eligibility for Site

- i. A site will be considered only if there is verifiable evidence for the need of the school in the proposed locality; meeting the criteria of NOT having government or any SEF school of same category in the radius of 0.5 km.
- ii. School can be Elementary (Katchi – VIII), and Secondary (Katchi – X) as per following requisites:

Category	Potential Enrolment
Elementary (Katchi – VIII)	150
Secondary (Katchi – X)	250

- iii. Proposed site has provision of establishing adequate viable physical infrastructure, including proper functional washrooms, drinking water, electricity and boundary wall and play area.
- iv. There should be availability of adequate space for fulfilling the need of the category of the school applied for.

6. Clarification

Applicants requiring any clarification in connection with the assignment, RFP, Eligibility Criteria, Forms, Annexures, or any other matter set out herein, may send request for clarification in writing, at least seven (7) days prior to the last date of the submission of the proposal, to the following e-mail address.

karachi.rfp@sef.org.pk

7. Contents of the Proposal

The RFP comprises of the following sections:

S#	Annexures	Description
1.	Annexure A	Organization's Profile
2.	Annexure B	Individual's Profile (applicable for individual applicants only)
3.	Annexure C	School Site Profile
4.	Annexure D	Ex/Existing partner's Individual/Organization School Profile
5.	Annexure E	Applicant's Existing school(s) (other than SEF)
6.	Annexure F	List of Proposed Teaching Staff (for each site)
7.	Annexure G	Project Plan
8.	Annexure H	Conflict of Interest / Disclosure Statement
9.	Annexure I	Letter of Intent
10.	Annexure J	Check List

At any time before the deadline for the submission of RFP, the Foundation may amend the contents contained in the RFP, for any reason, whether at its own initiative, or in response to the applicant's questions, comments etc. Each applicant individual/Organization must carefully read all instructions, terms and conditions, forms, specifications and other information contained in the RFP. If the Individual/Organization:

- a. fails to provide all documents and information required by the RFP; or
- b. submits a proposal not adequately responsive to the terms and condition of the RFP; then it shall be at risk and the Foundation reserves the right to reject the proposal on the ground of its being non-responsive.

8. RFP Submission

- i. The applicant (Individual/Organization) must go through the RFP in detail and provide the required information according to the given format. Forms (as given in the annexures A-J) should be filled in carefully as the information provided would be measured against the established criteria and contains specified weightage for consideration.
- ii. RFP is to be filled in neatly and precisely; and may be typed or written in indelible ink. Applicants are encouraged to fill it using computer in order to avoid overwriting and ensure neatness.
- iii. The proposal must be signed by the main applicant in case of an individual and person duly authorized by the organization. In case of organization the RFP must be accompanied by

the letter of authority (as at Annexure-I). The RFP must be in hard form, properly sealed and marked; otherwise, it shall be rejected right at the time of submission. The RFPs sent via email shall not be accepted.

- iv. Applicant is required to pay application processing fee PKR 25,000/ for each school/site (mandatory & non-refundable) through Pay Order/Demand Draft in favor of Sindh Education Foundation and attach with the Request for Proposal.
- v. The RFP along with all required documents must be submitted in ONE properly sealed envelope having the following contents:
 - a. One printed original; envelope clearly marked as “RFP – Original”
 - b. One printed copy; envelope clearly marked as “RFP – Copy”
 - c. One electronic copy (on USB drive); clearly marked as “RFP – Soft Copy”
- vi. In the event of any discrepancy between the original and any copy, the original shall govern.
- vii. The RFP along with all required documents must be placed in one properly sealed-envelop, addressed in the following manner and sent to the address given below through courier/ or may also be submitted in person before the given deadline:

<p>To</p> <p>Deputy Director, Programs Sindh Education Foundation</p> <p>Subject: <u>RFP for Foundation Assisted Schools 2024-25</u></p> <p>Applied for District(s): _____ Number of sites: _____</p> <p>Address: House # 21-A, Block 7/8 Overseas Cooperative Housing Society Ameer Khusro Road Karachi 75300 Pakistan</p>

- viii. Mention Original in case it is Original, mention Copy in case the RFP is the copied version of the Original, mention Soft Copy if it is the electronic copy.
- ix. All pages of the RFP including Annexures shall be signed. The filled annexures should not contain any alterations, omissions or additions, unless such corrections are initialed by the authority signing the proposal documents.
- x. The deadline for the submission of the RFP(s) is 03rd June, 2024, on or before 05:00 p.m. The Proposal having incomplete, incorrect and/or false information and those received after the due date would be rejected.

9. Evaluation Committee

The Foundation shall set up a committee which shall be responsible for assessing the proposals submitted by the applicants. The members of the Evaluation Committee shall be prohibited from

participating directly or indirectly in the preparation and/or submission of any proposal, and shall also be prohibited from providing any assistance to any applicant for the purposes thereof, except as may be expressly provided herein.

10. Scoring Matrix (Maximum Marks – 100)

A. Management Competencies

INDIVIDUALS			ORGANIZATIONS	
S.No.	Criteria	Points	Criteria	Points
1.	Applicant's qualification Graduate: 12points Masters & Above: 15 points	10	Profile of the organization Relevant experience of running educational institutions: Minimum 03 years: 05 points More than 03 years: 10 points	10
2.	Relevant Experience Minimum 03 years: 12 points More than 03 years: 15 points	20	Management Systems Effective systems of institutional management in place including but not limited to; authority matrix, oversight & accountability, financial & administrative management, internal controls & audit, Quality assurance.	20
Sub Total		30	Sub Total	30
<u>Documentary evidence for the above must be submitted.</u>				

B. Technical Competencies

S.No.	Criteria	Points
1.	Proposed qualified teaching staff	10
2.	Proposed qualified Head Teacher/Principal	05
3.	Proposed school site(s) - (Annexure G) i. Establishment Plan ii. Monitoring Plan iii. Academic Support Plan iv. Strategy for bringing Out of School children	40
Sub Total		55
<u>Documentary evidence for the above must be submitted.</u>		

C. Geographical Competencies

S.No.	Criteria	Points
1.	Potential House Holds in the proximity of the school site(s)	05
2.	Potential enrollment for each school site	05
3.	Status of the building/ and size of the space proposed	05
Sub Total		15
<u>Documentary evidence for the above must be submitted.</u>		

THE MINIMUM TECHNICAL SCORE REQUIRED TO PASS SHALL BE: 60/100

11. Scrutiny

The Evaluation Committee constituted by the Foundation shall undertake screening of proposals received within due date and time. The proposals having incomplete, incorrect or false information and those received after the due date and time will not be considered for further process:

- i. Proposals not fulfilling the eligibility criteria as given in the RFP;.
- ii. Proposals sent via email or online communication means;

12. Verification (site and/or documents)

The qualifying proposals will be subject to site verification as laid down in eligibility criteria. The Foundation also reserves the right to have the documentary evidences submitted with the proposals to be verified by the concerned authorities if deemed necessary by the Evaluation Committee whose decision will be considered final.

13. Proposal Presentation

The short-listed applicants would be required to make presentations before the Committee in support of their proposal as per given schedule. After the completion of the selection process, the decision taken by the Foundation will be considered final.

14. Award of Contract

On finalization of the process, the Foundation will issue Offer Letters to the successful Individuals/Organizations. Subsequently, on acceptance of offers, the Foundation shall sign the Partnership Contract with the successful Organizations/Individual.

15. Confidentiality

Information relating to the examination, clarification, evaluation and recommendation shall not be disclosed to any person/entity who is not officially concerned with the process. The Foundation shall treat all information, submitted as part of the proposal, in confidence. SEF may not divulge any such information unless it is directed to do so by any statutory entity that has the power under the law to require its disclosure or is to enforce or assert any right or privilege of statutory entity and/or the Sindh Education Foundation, Government of Sindh.

Annexures

Organization's Profile	
Date of establishment: (DD/MM/YYYY)	
<i>Use BLOCK letters to fill in the Form</i>	
Name of the organization - as per the Registration Certificate	
Registration No.	
Date of last Renewal (if applicable)	
Registration Body	
Type of the organization	Kindly select any one of the following: <ul style="list-style-type: none"> • Educational Institution • Non-Governmental Organization (NGO) • Other: _____ (Please specify)
National Tax Number or Free Tax Number in the name of the organization (NTN/FTN)	
Landline Number of the Head Office	
Fax Number:	
Registered Address of the Head Office	
URL of the Website (if any)	
Name, Designation & Qualification of the Head of the Organization	Name: _____ Designation: _____ Qualification: _____
CNIC No. of the Head of the organization	
Total number of employees	
Source of Funding	Government _____ Donor _____ Others _____
Email ID of the Head of the Organization	

Relevant Experience of the organization (No. of years)	Total Experience in the Social Sector: _____years Total Experience in the Education Sector: _____years
Net Worth or Turnover of the organization (in PKR) for last 02-years	PKR: _____ (Year _____) PKR: _____ (Year _____)
Details of the areas where the organization has currently been operating. Specify against the district(s) where the organization has a district/ regional/ branch office there.	<ol style="list-style-type: none"> 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____ <p>Please add additional rows if there are more districts where the organization has been operating in.</p>

Management Systems

i. Authority matrix	
ii. Oversight & accountability	
iii. Financial management	
iv. Internal controls and Audit	
v. Quality Assurance	

Note: The information in detail may be provided as attachment

Nomination of Focal Person for Management of Foundation Assisted School(s)

Details of the Focal Person nominated for Foundation Assisted School(s)	Name: _____
	Designation: _____
	CNIC#: _____
	Contact No.: _____
	Email: _____
	Postal Address: _____ _____ _____

Attach the following documents along with Annexure A:

1. **Copy of the valid Registration Certificate of the organization**
2. **NTN/FTN verification-photocopy**
3. **CVs of:**
 - a. **The head of the organization**
 - b. **Management team heading the educational programs**
 - c. **The Focal person nominated for Foundation Assisted Schools**
4. **Copies of the CNIC of the**
 - a. **Head of the organization**
 - b. **The Focal person nominated for Foundation Assisted Schools**
5. **The copy of audited Financial Statements for last two years.**

Individual's Profile						
<i>Use BLOCK letters to fill in the form</i>						
Applicant's Name						
Father's/Husband Name						
CNIC NO.						
Date of Birth (DD-MM-YYYY)						
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/>					
Educational Qualification						
Relevant experience in education related work in years	1-3 Y <input type="checkbox"/>	4-5 Y <input type="checkbox"/>	6-8 Y <input type="checkbox"/>	9-10 Y <input type="checkbox"/>	11-13 Y <input type="checkbox"/>	13 Y more <input type="checkbox"/>
Current Profession/Occupation	Business <input type="checkbox"/>	Private Job <input type="checkbox"/>	Govt: Job <input type="checkbox"/>	Unemployed <input type="checkbox"/>	Retired <input type="checkbox"/>	Other <input type="checkbox"/>
District						
Email ID						
Contact number(s)						
Permanent address of applicant						
Mailing Address						

Provide information about previous work experience below starting from the latest:

Work details (last three years)	Nature of work/salient contribution	Period	
		From	To

Attach photocopies/original of;

- i. Valid CNIC
- ii. Educational Documents
- iii. Bank Account Details
- iv. Work experience certificates

Qualification (Starting from the latest)

Degree/Certification/Diploma	Name and institution of the Degree/Certification/Diploma	Period	
		From	To

School's Site Profile
(Fill a separate form for each site proposed by the applicant)

1. Geographical/ Demographic Information

District					
Taluka/Town					
UC					
Deh					
Village/Mohalla/Society					
No. of Households	50-100 <input type="checkbox"/>	101-200 <input type="checkbox"/>	201-300 <input type="checkbox"/>	301-400 <input type="checkbox"/>	401-500 <input type="checkbox"/>
Nearest Popular Place					
GPS Coordinates	E: DD-MM-SSS N:DD-MM-SSS (DD: Degree, MM: Minutes, SSS: Seconds)				
School Category	Elementary <input type="checkbox"/> Secondary <input type="checkbox"/>				
Estimated potential Enrollment	Elementary: (Katchi -VIII) _____ Secondary: (Katchi - X) _____				
No. of potential staff	_____ Male Teachers _____ Female Teachers Head Teacher: Yes <input type="checkbox"/> No <input type="checkbox"/>				

2. School Infrastructure Information**If Building:**

Owned <input type="checkbox"/>	Rented <input type="checkbox"/>	Donated <input type="checkbox"/>	No. of Floors (if Applicable)		
Total Area of Building (Sq.Feet)		No. of rooms (if Applicable)		Average size of rooms	

If Plot:

Owned <input type="checkbox"/>	Rented <input type="checkbox"/>	Donated <input type="checkbox"/>	No. of Floors (if Applicable)		
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For SEF's Past & Existing School(s) Partner Individuals/Organizations

1. Has the Individual/Organization partnered before or is an existing Partner of SEF in any of its program/project?

Past SEF Partner	Yes <input type="checkbox"/> No <input type="checkbox"/>	Existing SEF Partner	Yes <input type="checkbox"/> No <input type="checkbox"/>
In case of Past SEF Partner, please specify the reason of withdrawal/termination/non-renewal of the Contract			

2. In case of existing SEF Partner; Provide information about the existing SEF schools below:

Program	School Name	Code	Level/Category	District	Partnership Years		Enrollment
					From	To	

**Information Regarding Applicant's Existing Schools
(Other than SEF's Schools; if there are any)**

Name of School	Year of establishment	Registered Yes/No	Level/Category	Enrollment	No. of Teachers	Monthly Fee	District

List of Potential Proposed Teaching Staff for the site

S.No.	Teacher's Name	Father's/Husband's Name	Educational Qualification	Gender (F/M)	Teaching experience in years	Subject areas
Site 1:						
Site 2:						
Site 3:						
Site 4:						

Project Plan

School Establishment Plan (200 words minimum)

School Monitoring Plan (200 words minimum)

Blank area for writing the School Monitoring Plan.

Academic Support Plan (200 words minimum)

Strategy for bringing Out of School Children

Conflict of Interest (Statement of Disclosure)

I/We, the undersigned, am/are not aware of any conflict or potential conflict arising from prior or existing contract or relationship which could materially affect our capability to comply with our obligations under partnership contract for opening of schools.

Other than as disclosed below, I/we have no prior or existing contracts, negotiations or relationships with the Foundation, its affiliates, representatives or advisors. I/We disclose the following information regarding any/different relationships, contracts, agreements and arrangements that might or might not be in conflict with the assignment:

S.No.	Statement of Disclosure or any other facts

Full Name: _____

Designation: _____

Contact Information: _____

Email address: _____

Signature: _____

Date: _____

Letter of Intent

To:
Deputy Director Programs,
SEF, Karachi
Dear Sir:

I/We, the undersigned, here by submit the Proposal on this date [Insert Date] against the RFP advertised by SEF for the establishment of Foundation Assisted Schools.

I/We are hereby submitting our Proposal, which includes all the information as required in the RFP.

I/We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

I/We undertake, if my/our Proposal is accepted, to enter into the partnership with SEF for carrying out “The Assignment” as mentioned in the RFP.

I/We understand you are not bound to accept any Proposal you receive.

I/We remain, Yours sincerely,

Authorized Signature (and seal in-case of Organization):

Name:

Title of Signatory:

Name of Applicant:

Address:

Contact No.:

Check List

S#	Particulars	Status ✓/✗
1	Organization Profile	
2	Copy of the valid Registration Certificate (Organization)	
3	NTN/FTN verification-photocopy (Organization)	
4	CVs & CNIC of: i. The Head of the Organization ii. The Focal person	
5	Pay Order(s) of Rs. 25,000/- for each site applied	
6	The copy of audited Financial Statements for last two year (Organization)	
7	Valid CNIC (Individual)	
8	Updated CV (Individual)	
9	Educational Documents (Individual)	
10	Work Experience Certificates at least for last 3 years (Individual)	
11	Domicile (Individual)	
12	Applicant Profile (Individual)	
13	School's Site Profile	
14	SEF's Past and Existing partners (Individual/Organization)	
15	Information regarding Applicant's existing schools; other than Foundation Assisted Schools (if applicable)	
16	List of Potential Teaching and Non-Teaching Staff	
17	Conflict of Interest / Disclosure Statement	
18	Letter of Intent	