



Sindh Education Foundation
Government of Sindh

Request for Proposal (RFP)

**People's Schools Program
(English Medium & Comprehensive High
Schools)**



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1. Introduction

The Sindh Education Foundation (SEF) acts as a major arm of the Government of Sindh for Public- Private Partnerships in the Education Sector. The Foundation has an outreach, mostly in deep rural pockets of the Sindh province.

SEF is playing a significant role through building sustainable partnerships with the individuals and organizations from the private sector at large for strengthening quality education to the underserved strata. The SEF Portfolio aims at increasing access and improving quality of the educational provision in the underserved areas using an oversight and accountability mechanism that connects access with the quality measures.

2. The Assignment

The Government of Sindh, in pursuance of its commitment under the Right to Free & Compulsory Education Act (2013) and in consonance with the Sustainable Development Goals (SDG-4) has decided to outsource the operational management of the newly constructed English Medium & Comprehensive High Schools (People's Schools) having state-of-the-art infrastructure in the various districts across Sindh to the private partners (organizations only) under the SEF's Public-Private Partnership modality. The SEF has shortlisted the potential organizations for issuing the 'Request For Proposals' (RFP) based on the eligibility criteria given in the Expression of Interest (EOI).

3. Scope of Services

- i. This initiative aims to provide free of cost quality education by partnering with the private sector organizations, under the SEF's regulatory and financial support mechanism, with a view to ensure provision of sustainable education.
- ii. The selected Partner Organizations shall:
 - a) Perform in accordance with the terms of reference set in the partnership contract.
 - b) Provide quality learning environment based on student-centered learning through high quality teaching staff, teachers' training, maintaining classroom student ratio, classroom teacher ratio, setting up science, information and technology laboratories, libraries, maintaining rapport with the parents, maintaining record of students and staff, conducting regular formative students' assessments, co-curricular activities, remedial classes etc.
 - c) Provide the high-quality school leadership that demonstrates the leadership and management skills in order to improve overall learning environment of the school.
 - d) Provide transportation facility to students and teachers where needed by the partner organizations.

- iii. Be responsible to maintain the building and the resources available in the school building (s).
- iv. The medium of instruction for People's Schools (EM&CHS) shall be English.

4. Salient Features

1. SEF shall provide financial assistance, per child per month subsidy, Rs. 3,500/- for Primary Grades (Katchi-V) and Rs. 4,000/- for Post-Primary Grades (VI-XII).
2. The SEF will provide free STBB textbooks for grades Katchi-X. For grades XI to XII, partner shall provide free textbooks to students.

5. Packages

All school sites are classified under the following packages;

Package	District(s)	Comprehensive Schools	English Medium Schools
1-A	Thatta	-	1
1-B	Thatta	1	-
2-A	Sujawal	-	1
2-B	Sujawal	1	-
3-A	Badin	-	1
3-B	Badin	1	-
4-A	Hyderabad	1	-
5-A	Matiari	-	1
5-B	Matiari	1	-
6-A	Jamshoro	1	-
6-B	Jamshoro	-	1
7-A	Tando Muhammad Khan	-	1
8-A	Mirpurkhas	-	1
8-B	Mirpurkhas	1	-
9-A	Umerkot	1	-
10-A	Tando Allahyar	-	1
11-A	Shaheed Benazirabad	-	1
11-B	Shaheed Benazirabad	1	-
12-A	Sanghar	-	1
12-B	Sanghar	1	-
13-A	Naushehro Feroz	-	1
14-A	Sukkur	-	1
15-A	Khairpur	-	1
15-B	Khairpur	1	-
16-A	Ghotki	-	1
16-B	Ghotki	1	-
17-A	Larkana	-	1
18-A	Qamber-SKT	1	-
Total		13	15

The applicants (organizations) may apply for more than one package. However, no applicant shall be awarded more than three (03) packages. The award of package(s)

shall depend upon the geographical, technical and management competencies of the applicant and/or in comparison with the other applicant(s) applying for the same package(s). The SEF reserves the rights to cancel or amend any package/ packages offered in the RFP at any time before the award of contract. The SEF also reserves the right to offer alternative package/packages applied by the applicant. The schools would be handed over to the selected applicants on **“as is where is”** basis.

6. Clarification

An applicant seeking clarification in connection with the assignment, RFP, forms, annexures, or any other matter set out herein, may send their request for clarification in writing, at least seven (07) working days prior to the last date of the submission of the proposal, on the following e-mail address.

Email: info.ems@sef.org.pk

7. Content of the Proposal

S#	Annexures	Description
1	Annexure-A	Organization's Profile
2	Annexure-B	List of other service provider(s) (Joint Venture)
3	Annexure-C	Profiles of People's Schools
4	Annexure-D	Proposed Schools' Staff
5	Annexure-E	Existing Systems in Place
6	Annexure-F	Proposed Plan for Schools
7	Annexure-G	Value Added Services
8	Annexure-H	Conflict of Interest Statement
9	Annexure-I	Undertaking (Government Employees)
10	Annexure-J	Letter of Authority
11	Annexure-K	Packages Applied For

- i. At any time before the deadline of the submission of RFP, SEF 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 which would be notified well before the deadline.
- ii. Each applicant must carefully read all instructions, terms and conditions, forms, specifications, and other information contained in the RFP.
- iii. The Foundation reserves the right to reject the proposal, if the applicant;
 - a. Provides incomplete documents and required information;
and/or
 - b. Submits a proposal not aligned to the terms and condition of the RFP

8. Pre-RFP submission Meeting

SEF will organize a Pre-RFP submission meeting. The applicants shall be duly informed prior to the meeting.

9. RFP Submission

- i. Applicant shall go through the RFP in detail and provide the required information according to the given format. The forms (as given in the annexures- A-K) should be filled in carefully as the information provided would be assessed against the approved Evaluation Criteria as provided herein.
- ii. The proposal should be signed by the person duly authorized by the organization. The RFP shall be in hard form, properly sealed and marked (Refer to (iv) below); otherwise, it shall be rejected at the time of the submission. The RFPs sent via email shall also not be accepted.
- iii. The applicant shall submit:
 - a) One printed original, clearly marked as "RFP – Original"
 - b) Two printed copies, envelop clearly marked as "RFP – Copy"
 - c) One electronic copy (on USB drive), clearly marked as "RFP – Soft Copy"

In case of any discrepancy between the original and any copy, the original shall govern.

- iv. The RFP along with all required documents shall be placed in one properly sealed-envelop *i.e. 01 for original, 02 for printed copies and 1 for soft copy as mentioned at (iv) above* , addressed in the following manner and send to the address given below through courier/ or may also be submitted in person before the given deadline:
- v. Application processing fee PKR 5,000/ per package (non-refundable) **through Pay Order in favor of Sindh Education Foundation to be attached with the Proposal.**

To
Sindh Education Foundation:

Deputy Director Programs

Proposal for the People's Schools Program (English Medium and Comprehensive High Schools)

* _____ Package No* . _____

RFP-Original/ Copies/ Soft Copy**

Address:

House # 24-B, Block 7/8
Overseas Cooperative Housing Society
Ameer Khusro Road
Karachi 75300 Pakistan

- vi. All pages of the RFP from Annexure **A to K** should be signed by the relevant authority on part of the organization. The filled annexures should not contain any alterations, omissions or additions, unless such corrections are initiated by the authority signing the proposal documents.
- vii. The deadline for the submission of the proposal is 26th November, 2021. The Proposals having incomplete, incorrect and/or false information or those received after the due date will be rejected.

10. Scoring Matrix (Maximum score– 100, Minimum qualifying score- 60)

1. Management Competencies

S. No.	Criteria	Points	
1.1	1.1.1 Organization's Experience in years: 03 years' experience: 05 points 04 years' experience: 06 points 05 years' experience: 07 points More than 05 years': 08 points	08	
	1.1.2 Relevant experience Experience in development sector (other than Formal/Non-Formal Education): 05 points Experience in Non-Formal Education sector: 06 Points Experience in Formal education sector: 07 points	07	
1.2	Effective systems of institutional management;	10	
	1.2.1 Authority matrix		01 Point
	1.2.2 Oversight & accountability		02 Points
	1.2.3 M&E		01 Point
	1.2.4 Financial & administrative management		01 Point
	1.2.5 Internal controls		01 Point
	1.2.6 Academic Development, Training and Development		04 Points
	<u>For each of the areas mentioned above the applicant is required to provide the details of existing system in place that must include operational procedures, HR engaged, technology intervention (software/ hardware used), method/techniques of undertaking tasks (work flow/ process flow chart) and value addition in the systems in terms of achieving organizational goals.</u>		
Sub Total		25	

2. Proposed Human Resource Mix

S. No.	Criteria	Points
2.1	<p>Master degree with two years of teaching experience in English medium school(s) or Graduate with three years of teaching experience in English medium school(s). Teachers having professional educational degree under a regular program may be given preference.</p> <p>Principal with Master degree and three years' of school management and teaching experience in English medium school(s). Principals having professional educational administration degree under a regular program may be given preference.</p> <p>(Annexure D).</p> <p><u>Teachers must have experience in relevant areas including English, Maths, Science, Social Study, and Information Technology subjects</u></p> <p>The organization is required to provide the resumes of 20 teaching staff, 02 Principals for each PS (EM&CHS).</p>	10
2.2	<p>The organization shall have adequate team who manage the entire portfolio of People's Schools Program (EM&CHS). The team will be engaged in school management and technical support. The team members include:</p> <ul style="list-style-type: none"> Administration Finance Management Audit Human Resource Data Management Academic Development Training Development Community Mobilization 	10
<p>80% => teaching staff and Principals proposed for PS (EM&CHS) having both required qualification and experience will be given 10 points.</p> <p>60% =<80% teaching staff and Principals proposed for PS (EM&CHS) having both required qualification and experience will be given 07 points</p> <p>50% =<60% teaching staff and Principals proposed for PS (EM&CHS) having both required qualification and experience will be given 05 points</p> <p>30% =< teaching staff and Principals proposed for PS (EM&CHS) having both required qualification and experience will be given 0 point</p>		
Sub Total		20
<p><i>*Documentary evidence for the above must be submitted.</i></p>		

3. Proposed Implementation Plan

S#	Proposed Plan:	Points
3.1	Proposed plan to improve access. This must entail the means by which the access to school can be improved e-g through provision of	Maximum 05

	transportation, community mobilization or any other means/actions deems important to improve the access to education in these schools.	
3.2	Proposed plan to ensure quality learning environment. This shall be reflected by the measures proposed to be implemented to improve "Quality" education e-g teachers' training, availability of qualified teachers, establishment of science, information, and technology laboratories any other means/actions deemed important to ensure quality education in these schools.	Maximum 05
3.3	Proposed plan to ensure equity, inclusion for students with special needs, girls students, low performing students etc. (In light of the Article 25-A of the constitution)	Maximum 05
3.4	Proposed plan for students' admission/enrollment mechanism, data management/ school management information system	Maximum 05
3.5	Proposed plan for recruitment & selection of academic/ non-academic staff, T&D of teaching and non-teaching staff	Maximum 05
3.6	Schools' Academic Plan - Scheme of Work/ Lesson Planning	Maximum 05
3.7	Co-curricular activities	Maximum 05
3.8	Coordination, communication, and advocacy mechanism	Maximum 05
3.9	Proposed Supervision Plan	Maximum 05
Total		45

4. Technical Competencies

S#	Particulars	Points	
4.1	Provide the details of experience of designing/implementing project including:	10 points	
	4.1.1 STEM courses		2 points
	4.1.2 Online courses programs		2 points
	4.1.3 Teachers' Training		2 points
	4.1.4 Establishing advanced Science, Information, and technologies Laboratories		2 points
	4.1.5 Students' Assessment design/ administration mechanism		2 points
Total		10	

11. Proposal Presentation

Applicants will also be required to present their proposal before the Evaluation Committee as per the schedule communicated in due course of time.

12. Notification of Award of Contract

The results of the Evaluation Process shall be published on the Foundation's website and the same will be communicated in writing to the successful organizations.

13. Signing of the Contract

The Foundation shall sign the Contract with the successful Organizations within the period as prescribed in the letter of the notification of Award.

14. Confidentiality

The Foundation shall treat all information, submitted as part of the proposal, in confidence and shall require those who have access to such material to treat the same 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 the statutory entity and/or the Sindh Education Foundation, Government of Sindh.

15. Rejection

- i. Proposals having incomplete, incorrect or false information or those received after the due date shall be rejected.
- ii. Proposals not fulfilling the eligibility criteria as given in the RFP shall be rejected.
- iii. Proposals sent via email or any other online communication means shall be rejected. Only hard copies sent to the SEF's Head Office will be accepted.
- iv. In case of any grievance against the decisions of Application, representation may be made to redressal committee within 7 days of such decision, who after examining prima facie facts of the case, shall take a decision which will be final and binding.

ANNEXURES

ANNEXURE –A

Organization's Profile	
Date of establishment: DD/MM/YYYY	
Use BLOCK letters to fill in the Form	
Name of the Organization - as per the Registration Certificate	
Registration No.	
Date of last Renewal	
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

Details of the Focal Person Nominated for People's Schools Program, (English Medium and Comprehensive High Schools)	
Name of Focal Person	
Designation	
Qualification	
Contact No.	
Email ID	
Postal Address	
<p>List the Districts (in Sindh) where the Organization has currently been operating.</p> <p>Specify against the district(s) where the Organization has a district/ regional/ branch office there.</p>	1. _____
	2. _____
	3. _____
	4. _____
	5. _____
	6. _____
	7. _____
	8. _____
	\ _____

Please add additional rows if there are more districts where the organization has been operating in.	

Attach the following documents along with Annexure A:

1. Copies of updated resume of the:
 - I. Head of the Organization
 - II. Focal person

2. Copies of CNIC of the:
 - I. Head of the Organization
 - II. Focal person

3. Organization's Profile

ANNEXURE B.

List of other service provider(s) (Joint Venture)

Name of other service provider (in case of Consortium/ Joint Venture) _____

Address_____

Contact#_____email_____Website_____

S#	Name of Organization	Background and Objectives of such Consortium/ Joint Venture

- i. Attach copy of the MoU signed between the organizations

ANNEXURE –C

School's Profile

Package No: _____

1. Basic School Information (the applicant is required to fill a separate form for each school)

District	
Taluka	
UC/Town	
Deh	
GPS coordinate	
No. of Staff available (if any)	<input type="checkbox"/> Yes <input type="checkbox"/> No
No of staff available (if any)	----- Male teachers ----- Female teachers ----- Head teacher/HM ----- Non-teaching staff
Projected Enrollment	Katchi - V: _____ VI - VIII : _____ IX - X: _____
No. of Out of school Children that can be enrolled	Katchi - V: _____ VI - VIII : _____ IX - X: _____

2. School Infrastructure Information

Plot Size (in sq ft.)		No. of Rooms	
Average size of rooms		No. of Desks	
		No. of Washrooms	
Computer Lab	<input type="checkbox"/> YES <input type="checkbox"/> NO	Safe and Clean drinking water	<input type="checkbox"/> YES <input type="checkbox"/> NO
Electricity	<input type="checkbox"/> YES <input type="checkbox"/> NO	Library	<input type="checkbox"/> YES <input type="checkbox"/> NO
Boundary wall	<input type="checkbox"/> YES <input type="checkbox"/> NO	Science Lab	<input type="checkbox"/> YES <input type="checkbox"/> NO

ANNEXURE –D

Proposed schools' staff (Administrator(s)/Teaching)

S. No	Teacher's Name	Father's/ Husband's Name	CNIC No	Educational Qualification	Gender (F/M)	Teaching Experience in Years	Subject Areas	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
Proposed Principals								
School 1 (separate for each school)								
S. No	Name	Father's/ Husband's Name	CNIC No	Educational Qualification	Gender (F/M)	School Management Experience in Years	Areas of Expertise	Job Responsi- bilities
1								
2								
Please add additional rows for the proposed number of Principals separate for each school								

CVs of required staff must be attached for all proposed school(s)

ANNEXURE –F

Proposed Plan for the School(s):

S#	Particulars	Action Plan	Process & Timeline	Expected Number of Beneficiaries	Desired Outcomes	Value Addition
1	Proposed plan to Improve access to education					
2	Proposed plan to ensure quality learning environment					
3	Ensure equity, inclusion for students with special needs, girls students, low performing students etc. (In light of the Article 25-A of the constitution)					
4	Proposed plan for Students' admission/enrollment mechanism, and Data management/ School management information system					
5	Proposed plan for recruitment & selection of academic/ non-academic staff, T&D for teaching and non-teaching staff					

6	Schools' Academic Plan - Scheme of Work/ Lesson Planning					
7	Co-curricular activities					
8	Coordination, communication, and advocacy					
9	Monitoring/supervision/ academic support/ Training and development					

Value Added Services

Describe the work organization initiated related to developing/designing project mentioned below. What was the outcome?

1.1 STEM courses/online courses programs

1.2 Teachers' Training

1.3 Establishing advanced Science, Information, and technologies Laboratories.

Conflict of Interest Statement

We, the undersigned, 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 management of PS, (EM&CHS). In particular, other than as disclosed below, we have no prior or existing contracts, negotiations or relationships with the Foundation, its affiliates, representatives or advisors. We disclose that the following may be in conflict with the Assignment:

S No.	Description of Conflict

Full Name: _____

Designation: _____

Contact Information: _____

Email address: _____

Signature: _____

Date: _____

Undertaking

(Reproduce the following on a Stamp Paper of Rs. 500)

We, the undersigned, hereby agree that

All the information provided in this RFP, annexures and all supporting documents submitted is complete, true and correct as of the date it is submitted. Further, it is agreed and understood that any information which is found to be incorrect, incomplete, or misleading as regards any matter relied upon for in evaluation of proposals may constitute cause for rejection.

It is further stated that the organization is not in bankruptcy or liquidation proceedings; nor it has ever been convicted of fraud, corruption, collusion or money laundering.

It is also submitted that the organization's head, general secretary, treasurer and/or equivalent office bearers are not serving government teachers or serving employees of the government.

In case the Contract is signed, the organization shall comply with all contractual obligations in order to ensure conformity to the SEF standards.

Full Name: _____

Designation: _____

Contact Information: _____

Email address: _____

Signature: _____

Date: _____

Letter of Authority

(Reproduce the following on a Stamp Paper of Rs. 100)

On this _____ day of _____

The undersigned

Mr./ Ms./Mrs. _____

Having CNIC No. _____

In his/ her capacity as _____

Hereby appoints Mr./ Ms./ Mrs. _____ having CNIC No.

_____ in his/ her capacity as _____; to;

Execute under hand or under seal and deliver to the Foundation the RFP along with all the required documents to be annexed hereto

Do all things necessary and incidental in respect of the matters set out herein

IN WITNESS WHEREOF the Grantor has executed this delegation of power on the date set out above.

[Name / Title of the Grantor]

Accepted & Agreed by

Name:

Title:

Address

WITNESS 1:

WITNESS 2:

Name:
CNIC No:
Address:

Name:
CNIC No:
Address:

ANNEXURE –K

Package(s) Applied for

S.No.	Name of School	Package Name
1		
2		