

**Sindh Education Foundation
Government of Sindh**

**REQUEST FOR PROPOSAL (RFP)
SEF Supported School
Integrated Education Learning Program**

Issued by

**Deputy Director Procurement
Sindh Education Foundation
Government of Sindh**

INTRODUCTION

As a part of its core objective, the Sindh Education Foundation (SEF) is striving to increase access to education and to improve the quality of educational services provided to the children in far-flung and highly marginalized areas through various Public Private Partnership (PPP) models.

Under restructured IELP program, the SEF is seeking applications from reputable private educational institutions having experience of managing educational institutions and educated individuals having the motivation and skills to partner with SEF and open quality Primary, Elementary, and Secondary Schools in different districts of Sindh province particularly in districts/areas with higher ratio of out-of-school children.

BRIEF SCOPE OF WORK

In alignment with the new vision; with the purpose of serving underprivileged communities and as part of IELP program revamping strategy, SEF would like to invite proposals for opening new schools under the same program in different districts of Sindh.

Following are some of the major features:

- Partners, once selected, will receive subsidy of Rs. 500 per child for Primary Schools, Rs. 600 per child for Elementary Schools, and Rs. 800 for Secondary Schools
- The subsidies will be disbursed on 6 monthly basis
- Selected Partners will ensure minimum enrolment of 100 students at the time of opening schools with an assurance to increase the enrolment to optimum levels in subsequent years
- It is mandatory for the selected Partners to recruit qualified teachers and pay them market competitive salaries as per minimum wage announced by the Government
- Subject of Mathematics and Science will be taught in English medium for which minimum qualification of the teacher should be graduate.
- Provide transport for students and teachers where needed and applicable
- Teaching of multiple Grades in one classroom is prohibited
- Each school must have necessary infrastructure, including but not limited to, adequate washrooms, computer/science labs (if applicable), teachers room, play area, library, etc.
- Subsidies will be linked to Annual Student Assessments. In cases where a school does not meet the minimum standards of educational attainments, SEF reserves the rights to terminate the contract after adequate warnings under the contract.
- Well-established educational organizations renowned for their contribution in education sector may be given a higher subsidy rate. These organizations or individuals must demonstrate:
 - capacity to manage multiple quality schools, and
 - robust internal systems for:
 - teacher training,
 - monitoring & evaluation,
 - provision of textbooks
 - community mobilization

These organizations, once selected by a School Operators' Selection Committee, will be offered subsidy of Rs. 800 on per-child per-month basis for primary schools and Rs. 1000 on per-child per-month basis for elementary and secondary schools.

The above higher subsidies model decision will be undertaken separately

The applicant must qualify the published eligibility criteria, and provide a clear and comprehensive 'School Development Plan' on the basis of the information mentioned in technical proposal.

CLARIFICATIONS REGARDING RFP DOCUMENTS

The interested Applicant(s) can seek clarification regarding the scope of work or any other information deemed necessary before 7 (seven) days of the last date of submission of the RFP so that a pre-bid meeting can be arranged to resolve the queries.

SUBMISSION OF PROPOSAL

Technical Proposal

In preparation of Technical Proposal, applicant(s) are expected to examine the documents comprising this RFP in detail and provide a well-considered School Development Plan.

PART 'A'

In support of fulfilling the minimum Eligibility Criteria, following documents shall be submitted as part of Technical Proposal:

Organization

- A brief description of the firm/organization
- Registration documents of the organization
- Organization's experience in operating/maintaining/managing educational institution(s), with brief description of its existing set-up/standards/system of education being imparted
- Organization's financial turnover of 500,000 PKR for past year with certified copy of the Bank Statement/Audit Report (if applicable) in support of details

Individual

- Individual(s) may submit a comprehensive resume highlighting their work experience to apply for this assignment
- Applicant's experience in operating/maintaining/managing educational institution, with brief description of standard/system of education being imparted
- Verifiable source of income/Bank Statement of last financial year with minimum annual turnover of PKR100,000
- Proof of registration/affiliation with any organization if the applicant works part-time as an individual in assignment of similar nature

PART 'B'

In support of fulfilling Minimum Eligibility Criteria, following documents shall be submitted as part of the Technical Proposal in the form of '**School Development Plan**':

- i. Plan for the school including school location; size of school; number of classrooms; details of other schools of same level in nearby vicinity (up to 0.5 km)
- ii. The Applicants may indicate the number of schools for which they intend to submit the RFP.
- iii. Details of facilities being provided to students in the proposed location/school

- iv. Potential Enrolment: Area/*muhalla* from where enrollment is expected, community mobilization strategy, and strategy to ensure already enrolled children are not re-enrolled
- v. Details and CV of management team, head teacher, teaching and non-teaching staff and their qualification, proposed salaries, benefits to teachers (such as transportation/accommodation facilities), teacher training, and procedure for hiring personnel
- vi. CVs of authorized representative submitting the proposal. Key information should include educational qualification, teaching experience, number of years of related work experience, and degree of responsibility & scope of work handled in various education institutions
- vii. Details of academic planning systems, implementation plan, teacher training and textbooks (if provided)
- viii. Details of quality assurance systems such as supervision/monitoring plan, student assessments, etc.

The proposal shall be submitted a single packet marked “**REQUEST FOR PROPOSAL, SEF SUPPORTED SCHOOL; INTEGRATED EDUCATION LEARNING PROGRAM**”.

The original proposal shall be prepared in indelible ink or print. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the applicant(s) themselves, in which cases, such corrections must be initialed by the person or persons signing the proposal. All pages of the technical and program proposals must be initialed by the person or persons signing the proposal. Completed proposal must be delivered on or before **15:00 on August 10, 2015** to the following address:

**Deputy Director Procurement
Sindh Education Foundation
Government of Sindh
Banglow # 24/30 Block 7 & 8
OCHS Amir Khusro Road, Karachi.**

A proposal shall be rejected at this stage if it does not respond to the important aspects of RFP and it fails to achieve minimum technical score indicated in evaluation criteria.

1. SCORING MATRIX FOR REGULAR SUBSIDY RATE

S.No	Criteria	Points
1	Profile of Institution/Individual	
	Organization profile/Qualification	20
	SUB-TOTAL	20
2	School Plan and Enrolment	Points
	Plan for the school including location; size of school; number of classrooms; details of other schools of same level in nearby vicinity (up to 0.5 km), details of school facilities	15
	Potential Enrolment: Area/ <i>muhalla</i> from where enrollment is expected, community mobilization strategy, and strategy to ensure already enrolled	15

	children are not re-enrolled	
	SUB-TOTAL	30

3	Human Resource and Plan for Systems:	Points
	Existing/proposed teaching staff and their qualifications, including proposed salary and other benefits like transportation/accommodation of teachers to schools where needed, etc.	20
	Academic planning systems, scheme of work.	15
	SUB-TOTAL	35

4	Quality Audit	Points
	Plan to ensure School's quality including supervision/monitoring etc.	15
	SUB-TOTAL	15

2. SCORING MATRIX FOR HIGHER SUBSIDY RATE (only for organizations)

S. No	Criteria	Points
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1	Profile of Organization	
	Organization profile including past experience, operational structure, governance	20
	SUB-TOTAL	20

2	School Plan and Enrolment	Points
	Plan for the school including location; size of school; number of classrooms; details of other schools of same level in nearby vicinity (up to 0.5 km), details of school facilities	5
	Potential Enrolment: Area/ <i>muhalla</i> from where enrollment is expected, strategy to ensure already enrolled children are not re-enrolled	10
	SUB-TOTAL	15

3	Human Resource and Plan for Systems:	Points
	Existing/proposed teaching staff and their qualifications, including proposed salary	10
	Existing systems of teacher training (and other teacher support facilities such as transport/accommodation, etc.)	15
	SUB-TOTAL	25

4	Academic Planning, Teaching Materials and Training	Points
	Systems for academic planning, scheme of work	10
	Availability of textbooks and teaching materials	10
	SUB-TOTAL	20

4	Quality Audit	Points
	Systems to ensure School's quality including supervision/monitoring etc.	10
	Systems for Regular Student Assessment	10
	SUB-TOTAL	20

THE MINIMUM TECHNICAL SCORE REQUIRED TO PASS SHALL BE: 60

INTERVIEWS

The School Operators' Selection Committee may ask applicants to defend their proposal for which they may be invited for an interview.

NEGOTIATIONS

The Sindh Education Foundation, Government of Sindh shall notify the successful applicants who meet the minimum marks 60 in writing by registered letter, cable or facsimile and invite him to negotiate the Contract. The aim is to reach agreement on all points and initial. The negotiations shall be concluded with a review of the draft form of Contract. The Sindh Education Foundation and Applicant shall finalize the staffing schedule, work schedule, logistics and reporting.

AWARD OF CONTRACT

The Contract shall be awarded after successful negotiations with the successful Applicant. If negotiations fail, the SEF may reject the applicant. The Applicant shall sign the contract agreement within fifteen working days of the issue of letter of acceptance. The RFP Issuing Authority reserve full rights to cancel/reject the award of any contract at any point of time on discretion.

The selected Applicant is expected to commence the Assignment within 30 days of the signing of the contract Agreement.

CONFIDENTIALITY

Information relating to the examination, clarification, evaluation and recommendation shall not be disclosed to any person who is not officially concerned with the process. The Sindh Education Foundation shall treat all information, submitted as part of Proposal, in confidence and shall require those who have access to such material to treat the same in confidence. The Sindh Education Foundation may not divulge any such information unless it is directed to do so by any statutory entity that has the power under 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.

NOTE: Detailed responses may be provided on a separate sheet and supported by additional documents

- i. Brief background of the organization specifically in the field of education highlighting the major strengths and contributions. In case of Individual provide information relating to the interest in the field of education. Key information should include educational qualification, teaching experience, number of years of related work experience, and degree of responsibility & scope of work handled in various education institutions.

- ii. Provide Plan for the school including school location; size of school; number of classrooms; details of other schools of same level in nearby vicinity (up to 0.5 km). (Number of schools may be indicated if more than one with details of location and enrolment).

iii. Details of School facilities being proposed to students in the proposed each location/school.

- iv. Potential Enrolment: Area(s)/*muhalla(s)* from where enrollment is expected, community mobilization strategy, and strategy to ensure already enrolled children are not re-enrolled.



- v. Details of management team, head teacher, teaching staff and their qualification. Information on proposed teaching and non -teaching staff team and the procedure for hiring personnel. Also mention proposed salary and other benefits like transportation/accommodation for teachers where needed, teacher training, etc.

- vi. Details of quality assurance systems such as supervision/monitoring plan, student assessments, etc.

vii. Details of academic planning systems, scheme of work, textbooks used, etc.

