

Individual Consultants are Required for Short Term Activity.

Date: 05-10-2012

Loan No: 4590-PAK

RFQ No. SEF/NP/2012-13/012

The Government of Sind has received a loan from the International Bank for Reconstruction and Development towards the cost of Sind Education Reform Program (SERP). It is intended that part of the proceeds of this loan will be applied to eligible payments under the contract for "Promotion of Private Schools in Rural Sindh".

The Procurement Department, Sindh Education Foundation, GoS now invites CVs from individuals those who can perform the following responsibilities as mentioned below in detail:

S.N	INDIVIDUAL CONSULTANTS ARE REQUIRED FOR THE SERVICES OF:	Qty	WORK DETAIL
1	URDU EDITOR	3	WORK DETAILS ARE AVAILABLE IN BELOW MENTIONED TORs.
2	SINDHI EDITOR	3	
3	FORMATTER	3	
4	EXAMINARS	3	
5	CHEIF EXAMINARS	5	

Interested individuals are allow to submit their CVs to Procurement Department, the shortlisted candidates will contact for interview and onward selection process.

Kindly see below mentioned TORs for detail work requirements.

The last date of CVs submission is October 17th, 2012 (17:00PM).

**Procurement Department
Sindh Education Foundation,
Government of Sindh**

TORs for Individual Consultants (PPRS)
SHORT TERM CONSULTANCIES FOR PPRS:

English/Urdu/Sindhi Editors:

The English versions are edited for language and translated and later checked for quality. AU-SEF Editor is responsible for it and after the review; the comments are passed onto the Subject Officers. The Editors signs on the corrected version of the paper and the Data Bank Officer in the presence of the SS incorporate the correction.

- **English Editor/Translator: (Temporary 30-45 days a year)**
 - **Terms of Reference of English Editor for Exam Development:**

The Editor should have strong competency of the English language with a required pre-requisite of Masters Degree in English/Linguistics/Education. He/She should also have some experience of teaching along with sound knowledge of various assessments theoretical frameworks.

- Assist the SSs and AOs on a going basis.
- Ensure that proper language and grammar is used in test and paper construction.
- Proof reads the draft version of the paper and makes appropriate changes.
- Explain the corrections to SSs and AOs so that they understand the correction and learn not to make the same mistakes again in the future.
- Ensure that the papers are following a consistent style and sentence structure.
- Make sure that the language used in the paper is age specific.
- Check the authenticity of the terminology used in the paper.
- Make sure that correct words are chosen in paper construction, which have conformity with our culture, religions, and basic moral norms.
- Ensure that NO Gender biasness is present in the paper.

- **Urdu Editor: (Temporary 30-45 days a year)**

Terms of Reference of Sindhi Translator for Exam Development:

The Urdu Translator should have strong competency of both English and Urdu language with a required pre-requisite of Masters Degree in Urdu/Linguistics/Education. He/She should also have experience of teaching along with sound knowledge of various assessments theoretical frameworks.

- Translate the papers keeping in mind the audience.
- Ensure incorporation of easy jargons.
- Assist the SSs and AOs on a going basis.
- Ensure that proper language and grammar is used in test and paper construction.
- Proof reads the draft version of the paper and ensures that the paper remains consistent with the English version.
- Explain the corrections to SSs and AOs so that they understand the correction and learn not to make the same mistakes again in the future.
- Ensure that the papers are following a consistent style and sentence structure.
- Make sure that the language used in the paper is age specific.
- Check the authenticity of the terminology used in the paper.

- Make sure that correct words are chosen in paper construction, which have conformity with our culture, religions, and basic moral norms.
- Ensure that NO Gender biasness is present in the paper.
- **Sindhi Editor: (Temporary 30-45 days a year)**

Terms of Reference of Sindhi Translator for Exam Development:

The Sindhi Translator should have strong competency of both English and Sindhi language with a required pre-requisite of Masters Degree in Sindhi/Linguistics/Education. He/She should also have experience of teaching along with sound knowledge of various assessments theoretical frameworks.

- Translate the papers keeping in mind the audience.
- Ensure incorporation of easy jargons.
- Assist the SSs and AOs on a going basis.
- Ensure that proper language and grammar is used in test and paper construction.
- Proof reads the draft version of the paper and ensures that the paper remains consistent with the English version.
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- Check the authenticity of the terminology used in the paper.
- Make sure that correct words are chosen in paper construction, which have conformity with our culture, religions, and basic moral norms.
- Ensure that NO Gender biasness is present in the paper.

Examiner and Chief Examiners:

Examiner/s with proven record as Examiners are selected on the basis of his/her track record, integrity and competence. He/she are invited for 3-4 days at AU-SEF and develop paper according to Exam Specifications from the questions developed by question developers or by writing questions of their own along with the subject Specialist/s.

- **Examiner/s (Academic): (Temporary 30-45 days a year)**

Terms of Reference of Examiner for Exam Development:

The Examiner would have subject wise competency and also have the required pre-requisite of Masters Degree in Education and related disciplines. He/She should also have some experience of teaching along with sound knowledge of various assessments theoretical frameworks.

- Make a paper according to a pre-set papers specification along with the Subject Specialist.
- Make changes to the items where necessary and ensure that it is in line with the level of the student's competencies.
- Make sure that the whole syllabus is covered accurately and the paper is a balanced.
- Ensure that the appropriate level of knowledge and understanding questions are placed in the exam paper.
- Ensure that all the questions have a clear marks scheme and marks criteria.
- Guarantees the secrecy of the papers developed and also not discloses the processes involved in paper construction to anyone.

Chief Examiner is an authoritative figure in the field of Education, and has worked in similar capacities in other institutions of international repute. The Chief Examiner reviews the paper/s and gives his comments on a specified form.

- **Chief Examiner/s (Academic): (Temporary 30-45 days a year)**

Terms of Reference of Chief Examiner for Exam Development:

The Chief Examiner would have subject wise competency and also have the required pre-requisite of Masters Degree/PhD in Education and related disciplines. He/She should also have extensive experience of similar role in an educational institute along with sound knowledge of various assessments theoretical frameworks.

- The period of engagement as Chief Examiner for AU-SEF will be for 1 year duration renewable each year with mutual consent and performance.
- The Chief Examiner will work regularly during the final stages of exam generation process.
- The timing will be finalized after mutual consent.
- Review each question critically keeping in mind the audience, culture, and gender sensitivity.
- Modify question if needed and give comments for the recommended changes.
- Ensure that correct and appropriate reference is there for each questions incorporated in the paper.
- Ensure that the paper is progressive and touching upon different cognitive domains.
- Make sure that proper Marks scheme with a specific marking criteria is present for all questions.
- Make the observation summary of the whole paper.
- Train the Item writers if required on content and paper development stages.

- **Formatter : (Temporary 30-45 days a year)**

Terms of Reference of Formatter for Exam Development:

The Formatter would have competency and potential to design the assessment papers also have the required pre-requisite of Bachelors/ Certificate courses in Computer science, graphics, animations and related disciplines. He/She should also have extensive experience of similar role in an educational institute along with sound knowledge of various assessments theoretical frameworks.

- The period of engagement as Formatter for AU-SEF will be for 1 year duration renewable each year with mutual consent and performance.
- The Formatter will work regularly during the final stages of exam generation process. The timing will be finalized after mutual consent.
- Format and design assessment papers according to the grades and age of the students.
- Help subject specialist in order to find the relevant pictorial stuff.
- Ensure that correct and appropriate material which should be print friendly is there for each questions incorporated in the paper.