

Individual Consultants are required for Short Term Activity.

Date: 20-05-2013

Loan No: -PAK

RFQ No. SEF/WEB/2012-13/038

The Government of Sind has received a loan from the World 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. No	INDIVIDUAL CONSULTANTS ARE REQUIRED FOR THE SERVICES OF:	Qty	WORK DETAIL
1	EXAMINER	1	WORK DETAILS ARE AVAILABLE IN BELOW MENTIONED TORs.
2	INVIGILATORS	70	

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 May 24, 2013 (17:00PM).

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

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

Examiner:

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 Bachelors 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.

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

Terms of Reference of Invigilator for Exam:

The part time invigilator/s would have the required pre-requisite of Intermediate Degree in Education and related disciplines. He/She should also have some experience of invigilation in an educational institute along with sound knowledge of various assessments theoretical frameworks.

- The period of engagement as invigilator would be for 5 days/per exam cycle duration.
- The invigilator/s will ensure that all security protocols are followed which have been identified by the Assistant Manager Administration.
- The invigilator would administer the oral part the paper.
- He/she would continuous monitoring, tracking and records all the activities of exam.
- He/She will administer the written paper with the help of a local teacher of the school not belonging to that level in which the exam is being conducted.
- He/She will liaison with the Exam Administration Division.
- Ensure that the papers are conducted in a proper manner