

## **Individual Consultants are required for Short Term Activity.**

Date: 13-03-2014

Loan No: 74552-PAK

RFQ No. SEF/WEB/2013-14/034

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-II). 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:

<b>S. No</b>	<b>INDIVIDUAL CONSULTANTS ARE REQUIRED FOR THE SERVICES OF:</b>	<b>Qty</b>	<b>WORK DETAIL</b>
1	EXAMINERS	For Round 1: 05 For Round 2: 05	<b>WORK DETAILS ARE AVAILABLE IN BELOW MENTIONED TORs.</b>
2	EXTERNAL INVIGILATORS	For Round 1: 70 For Round 2: 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 April 3<sup>rd</sup>, 2014 (17:00PM).**

s/d

**Deputy Director Procurement**

## **Invigilators**

### **Terms of Reference of Invigilators for Examination:**

The part time invigilator/s would have the required pre-requisite of Bachelor's Degree in Education and related disciplines. He should also have some experience of field Work in an institute.

- The period of engagement as invigilator would be for 15-20 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.
- Ensure the time management of examination.
- He should be doing continuous monitoring, tracking and recording of all the activities related to examination.
- He 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 will liaison with the Exam Administration Division.
- Ensure that the papers are conducted in a proper manner
- Only MALE candidates should apply. (Extensive travelling required)

## **Terms of Reference of Examiner for Exam Development:**

The Examiner should have subject wise competency and also have the required pre-requisite of Master's Degree in Education and related disciplines. He/She should minimum 5 years' 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/s.
- Propose 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 balanced in terms of covering the course substantially.
- Ensure that the appropriate grade, level of knowledge and understanding questions are placed in the exam paper.
- Ensure that all the questions have a clear marks scheme and marking criteria.
- Guarantees the secrecy of the papers developed and will not disclose the processes involved in the paper construction to anyone.

**\* IF THE PERFORMANCE IS NOT TO A MINIMUM STANDARD, AU-SEF IS LAIBLE TO TERMINATE THE CONTRACT AT ANY GIVEN TIME WITHOUT ANY REASON.**