

SINDH EDUCATION FOUNDATION, GOVERNMENT OF SINDH
TERMS OF REFERENCE FOR 4th PHASE VERIFICATION SURVEY
For the Project
‘Promoting Private Schooling in Rural Sindh’

PROJECT BRIEF:

The Sindh Education Foundation, with support from World Bank and the Government of Sindh, is embarking on an initiative for improving access to quality education through cost-effective private schooling model. Under this initiative, in 1st phase 200, in 2nd phase 100, 3rd Phase 185 schools had been established through private entrepreneurs selected via an objective merit-based and transparent selection process. In 4th phase SEF is set to establish more schools under the same selection process.

Project outreach: *Thatta(sujawal), Badin, Khairpur, Larkana, Shaheed Benazir Bhutto (previously Nawabshah), KambarShahdadkot, Sanghar, Mithi (previously Tharparkar), Dadu, Umerkot*

Entrepreneurs will apply to the program to set up private schools in rural localities in 10 (see box) districts of Sindh. The pilot project will be implemented and managed by the Sindh Education Foundation, Government of Sindh.

Key interventions to be undertaken during the course of intervention are specified below:

Entrepreneurs will be responsible for the following:

- School establishment and operation
- Enrollment and learning of children
- School staff hiring and management
- Timely and complete provision of information to SEF on requested matters.

SEF will undertake the following:

- Provision of per child subsidy
- Teacher’s professional development
- Capacity building of entrepreneurs
- Provision of teaching and learning materials
- Student assessment
- School monitoring

RATIONALE FOR THE CONSULTANCY:

For the purpose of setting up schools, applicants will be applying as potential entrepreneurs for this program. An applicant will be required to fill out an Application Form along with relevant information and documents. Applicants and the proposed rural localities will be selected based on specific criteria.

To ensure credibility and transparency of the selection process, services of an independent Consultancy firm are required for validating the information provided by potential entrepreneurs along with the form. The verified and validated information will form the basis for the initial screening of applicants.

Following locality information is required to be verified by the agency:

- Information of locality proposed for school site
 - o School vicinity; No. of households; No. of potential and willing students; Availability of qualified and willing teachers etc., presence of other schools within a stipulated radius of the (proposed) school site; location of habitations vis-à-vis the school site; location of barriers (natural or manmade) to mobility to reach school, consent of community people.
- Information of proposed school building
 - o School location: School premises (Plot or building), Condition of plot/building, Size of rooms, Facilities available, Willingness of plot/building owner to provide the location for 3 years for the school. (In case of applicant is the owner, then the evidence of ownership etc.), and if the building is rented (provide NOC from owner of the building).

OBJECTIVE OF THE CONSULTANCY:

“To carry out Verification Survey for validating the information provided by Entrepreneur along with their Application Form in order to facilitate the screening of applicants and localities.”

METHODOLOGY:

The survey is to be implemented across its intervention in 10 project districts. District wise division of application is yet to be finalized however tentative number of application with \pm 10% variance is as follows:

<i>Districts</i>	Number of Applications
<i>Badin</i>	
<i>Dadu</i>	
<i>KambarShahdadkot</i>	
<i>Khairpur</i>	
<i>Larkana</i>	
<i>Mithi</i>	
<i>Sanghar</i>	
<i>Shaheed Benazir Bhutto</i>	
<i>Thatta(Sujawal)</i>	
<i>Umerkot</i>	

Conducting Validation Survey

The consultant will take overall responsibility for implementing the survey including training of enumerators, carrying out the validation, entering survey returns into a digital database (template provided by SEF), quality control in data entry either through double entry or proofing, and final validation of survey integrity.

The verification survey has been designed to provide verification of the following information:

- Description of the area of school (including habitations).
- Any school facility available in the proposed area
- Any natural or manmade barriers to accessing school (e.g., canals, streams, major highway, ethnic demarcations of the community)
- Potential students for enrolment in the area as compare to students mention by the applicant.
- Willingness of community for
 - sending their children to schools
 - offering land/premises on partnership basis to open school
- offering volunteers to work in parent management body
- Availability of teachers
- Availability of 1 potential lady teacher preferably.
- Condition of the proposed building and facilities available in the building e.g. electricity, water, number of rooms and their sizes etc.
- In case of plot define whether it is marked or unmarked
- Photos of site and the existing infrastructure at the site
- GPS recording of the site
- GPS recording of all the schools within 3km radius of the school site

Deliverables:

- a. Data in hard and soft form
- b. Cleaned data set in digital format (template provided by SEF) as well as copies of relevant documentation (withdrawal certificate, guidance to surveyors, field reports etc.)
- c. Summary report identifying verification patterns
- d. Clear digital photos (at least 8MP of all the vetted site in an external hard drive)
- e. Field report/ location status

Tabulation of Data

The consultant will produce a report, which will present summary for all verified communities in a presentable format (pre-approved by the SEF).

ELIGIBILITY CRITERIA FOR CONSULTANCY FIRM(S):

Agencies interested in carrying out third party verification survey for validating the information provided by applicants, are requested to respond to this Expression of Interest through submitting a proposal, containing the following sections.

SUBMISSION OF TECHNICAL PROPOSALS:

Section 1. Credentials of Consultancy firm including:

1. Name, address, phone/fax no of the firm
2. A copy of the National Tax Number certificate
3. Details of similar jobs carried out for the last three years
4. Copies of reference letters (if any)
5. Undertaking on the letter head of the firm that the firm is not blacklisted by any firm or Govt. Department
6. Proof of financial stability
7. List of assets, specially vehicles
8. The above mentioned list is not exhaustive and a Consultancy firm may submit any other document which it may consider to be in the favor for selection purpose
9. District in which they want to conduct the survey

Section 2. District wise Curriculum vitae of proposed professional staff including Supervisors, Data punchers and Field staff (Maximum age for data puncher and field staff should be 40 years and must be graduate)

Section 3. Understanding of survey methodology and approach

Section 4. Proposed survey work plan along with mode of transportation, equipment (e.g. GPS, Cameras, Data entry equipment etc.); team deployment etc.

SUBMISSION OF FINANCIAL PROPOSALS:

The financial proposal should be based upon per application cost along with the cost of activity against each head

The summary cost of application may be submitted separately for each district with breakdown.

The financial proposal must be in a separate sealed envelope

The firms are required to submit the financial proposals along with the technical proposal

The shortlisted firms may be asked to make and present the presentation in front of selection committee/SEF management

GENERAL CONDITIONS:

- The Consultancy firm will submit detailed understanding of survey methodology, and time frame for the completion of survey study

- Consultancy firm will regularly provide the description of all surveying process that will be used in verification study
- The consultant will train a designated staff member on the methods and procedure to carry out work
- For the purposes of this assignment, locality means the area proposed by the applicant for establishing the school and its surrounding not more than 1.5 kilometer
- The tools of the survey and the orientation on tools will be the responsibility of Sindh Education Foundation
- SEF reserves right to request additional work to ensure the completeness and accuracy of the submitted information, irrespective of whether the source of the problem was during data collection, data entry, or processing
- In case of further clarification firms can always contact to personnel mention below. SEF take no responsibility if the firm misunderstood the scope

TIME SCHEDULE

The tentative survey is to be undertaken within two weeks after awarding the consultancy contract. Proposed schedule is specified below:

Submission of Proposal	:	
Selection of Survey Firms	:	
Capacity Building of Firms	:	First week after awarding consultancy
Initiation of Survey	:	Soon after Firms capacity building session
Submission of Survey	:	Second week after awarding
Culmination of Survey	:	Fourth week after awarding
Submission of deliverables	:	within a month after awarding consultancy

For further details please contact:

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