

SINDH EDUCATION FOUNDATION, GOVERNMENT OF SINDH

“Promoting Private Schooling in Rural Sindh (PPRS)”

Terms of Reference for Electronic/Manual Marking of Student Assessments

PROJECT BRIEF:

The Sindh Education Foundation, Government of Sindh, is a semi-autonomous organization committed to educating and empowering children and communities towards social change by improving access to educational facilities.

Sindh Education Foundation runs various projects one of them is “Promoting Private Schooling in Rural Sindh” (PPRS) a public-private partnership project based on per child subsidy model, free quality education for all in 18 Districts of Sindh.

The objectives of this program are:

- Establish long-term public-private partnership by supporting private schools in order to increase access to education in marginalized areas of Sindh.
- Enhance the quality of education and educational practices within classroom thereby improving student learning outcomes.
- Reduce gender disparity in education.

PROGRAM OUTREACH: Expending continuously, reached to 1000 Schools, based at 18 districts of Sindh.

PROGRAM TIMELINE: The project was initiated in 2009 and will be completed in June 2017.

RATIONAL FOR THE CONSULTANCY:

To hire an autonomous firm/company for Electronic/Manual marking of the assessment papers to ensure transparency in the system

To ensure the efficiency of the assessment framework

To conduct analysis of the Electronic/Manual marked assessment papers with the help of latest marking software's and also using Item Response Theory (IRT) mechanism.

OBJECTIVES FOR THE CONSULTANCY:

- To assess the teaching and learning in schools in particular to early childhood education till primary level.
- To limit personal biasness of SEF towards the program.
- To ensure international level independent checking by a reputable assessment agency.
- To implement internationally set norms of assessment.

ASSESSMENT SPECIFICATION:

Type of Papers

- The assessment is planned to be executed in Grades III, to V (Primary).
- The assessment papers are designed according to the National Curriculum and prescribed text.
- The assessment papers will include Multiple Choice Questions (MCQs) and Short Responses with the variety of Assessment tools.
- MCQs in the papers would consist of (3-4) options along with a variety of short questions in which students will be expected to write answers briefly and to the point.

Timings

- The time duration of papers would vary according to the Grades and Subjects, the range of which would be between 90 to 140 minutes.
- Each booklet would approximately contain between 38-42 pages on average.

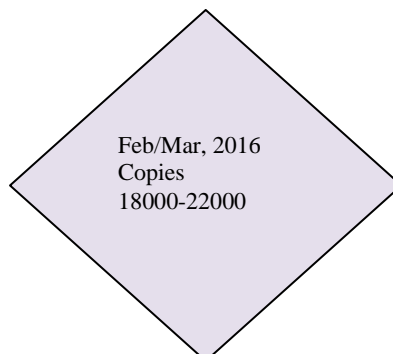
Scope

- The papers will be developed keeping in view the National Curriculum and its competencies, indicative of the learning abilities of the students according to their age and class room practices. The content included in the paper would be aligned with the recommended text books.

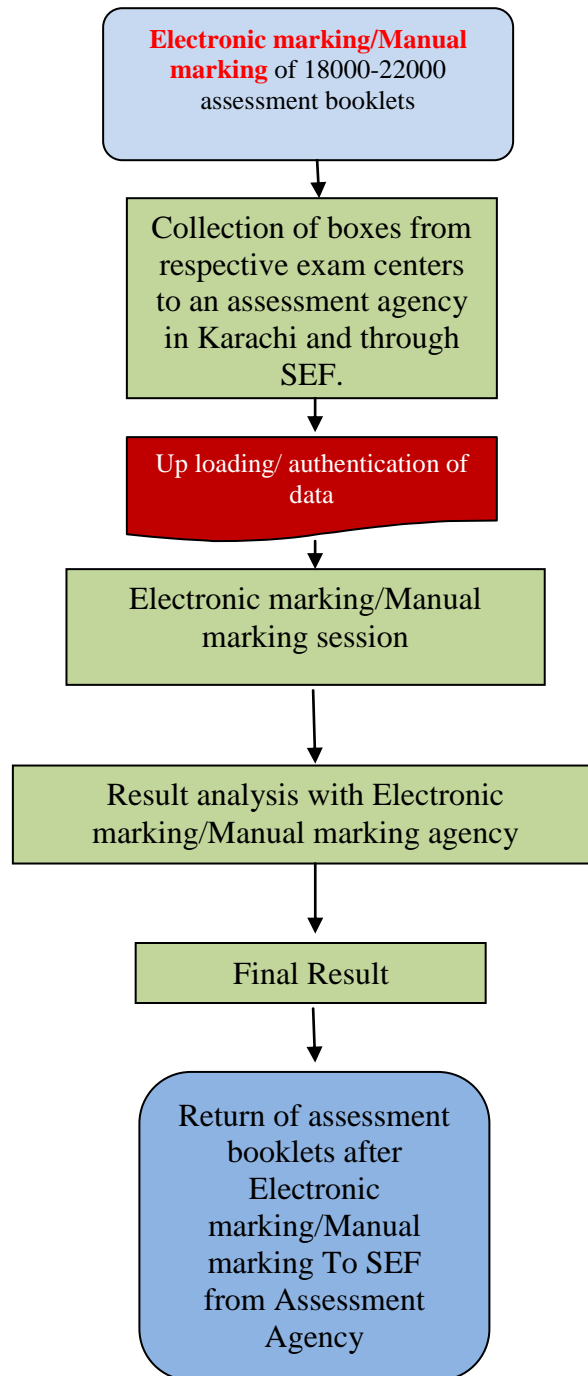
Assessment Cycle and Process

- There would be (1) assessment in 2015-16

Note: Per booklet rates are required (payments will be done according to quoted booklet rates)



Process of Electronic marking/Manual marking



REQUIREMENTS FROM CONSULTANT:

The consultant will take over all responsibility for the Electronic marking/Manual marking including:

In Case of Electronic marking	In Case of Manual marking
Sorting of packets	Sorting of packets
Cutting of answer scripts	Manual marking sessions
Scanning of assessment booklets	Result compilation/data entry
Uploading of marks scheme	School wise scoring
Electronic marking sessions	Result finalization
Result compilation	School score cards
School score cards	Result analysis
Result analysis	Detailed analytical report of the assessment.
Detailed analytical report of the assessment.	

FINAL RESULT:

- Student wise descriptive feedback highlighting area of difficulty
- Q/A wise analysis
- School wise reporting
- District wise reporting
- Over all cycle result

DELIVERABLES:

- AU-SEF team will visit & monitor the Electronic/Manual marking sessions and at the time of analytical report is being drafted.
- Provide complete analysis of assessment papers based on competency achievements.
- Soft data of all the uploaded material.
- Results in digital format, as well as 5 sets of hard copies.
- 3 sets of individual school report cards signed and sealed by the Electronic marking/Manual marking agency.
- The record of the results needs to be stored for 3 years as per government rules both in soft and hard version.

GENERAL CONDITIONS:

- The Firm/Company should have relevant experience of 3-5 years in conducting E-marking/Manually marking and result analysis using Item Response Theory (IRT) mechanisms.
- The Firm/Company should have extensive experience and relevant staff, subject experts in the following subjects i.e. (English, Mathematics, Science and Sindhi) to check and analyze the results and content from ECE to Grade 5 (Primary Level).
- The core supervisory staff should be at least a graduate.

- The detailed resumes of checking team included in Electronic/Manual marking should be shared before the live marking session take place.
- The Firm/Company will deal with the answer scripts, as per given plan in the proposal.
- All the data used during the process of Electronic/Manual marking will be the sole property of SEF and will be handed over to SEF.
- The Firm/Company will not be allowed to share the data/findings to any other person/NGO/Foundation/Donor and will not use the data for any other purpose.
- The Firm/Company will ensure efficient and timely completion of the task and submit the first draft of report to SEF for review and will submit the final report to SEF as per suggested plan.

TIME SCHEDULE:

The Electronic/Manual marking is to be undertaken within 45-50 days .i.e. one and half months after handing over the consignment of answer scripts.

PAYMENT SCHEDULE:

First Payment	30%	After the submission of draft report and approval from SEF authorities
Second Payment	70%	After the submission final report, Final Data, Hard copies of Report & result slips

PENALTIES FOR NON-COMPLIANCE:

In case the consignment is delayed, 5% of total (100%) payment will be deducted on each 10 (Ten) days after the deadline.

For further details please contact:

Mr. Mehboob Ali Meghani
Sr. Officer Exams & Administration
 Cell: 0345-8268249
 Email: mehboob.ali@sef.org.pk

Ms. Huma Jabeen
Acting Assistant Director
 Cell: 0345-8220391
 Email: huma.jabeen@sef.org.pk