



SINDH EDUCATION FOUNDATION

GOVT. OF SINDH

(HEAD OFFICE)

SEF (Plot. No. 21/A, Block No.7& 8 Overseas Cooperative Housing Society,
Ameer Khusro Road) Karachi. 021-34169182 & 184



Individual Consultant Required for SEF Writing Annual Report

Tender # SEF/WEB/16-17/29

Sindh Education Foundation is inviting CV's from individuals required for Designing, developing and writing Annual Report(s) for the period 2015-2016 & 2016-2017.

The individual having following skills and fulfilling requirements and capable of performing responsibilities mentioned below in TORs may submit CVs to Procurement Department of the Foundation.

Qualifications and Conditions

Qualification: Masters in Social Sciences from recognized University

Conditions:

- I. All relevant tax provisions are applicable
- II. Individual must have NTN
- III. Individual must not be blacklisted

The Last date of submission CVs for Individual Consultant is 18th April, 2017 at 03:00 PM. The CVs shall be opened on same date at 3:15 PM at SEF Head Office (the address on the envelope should be marked to the Procurement Department of SEF).

This advertisement along with TORs are available on the websites of Sindh Education Foundation and SPPRA Govt. of Sindh i.e www.sef.org.pk & www.spprasindh.gov.pk respectively.

“The Procuring Agency may reject any bid subject to relevant provision of SPP Rules 2010(Amended 2014) and may cancel the CVs process at any time prior to acceptance of bid or proposal as per Rule -25(i) of said rules of SPP Rules 2010(Amended 2014).”

Sd/-

Acting Deputy Director Procurement

**Head Office: House# 21-A, Block 7/8 Overseas Cooperative Housing Society, Ameer Khusro Road, Karachi,
Ph.# 021-34305753-4, 34305754 Fax: 021-34169182 E-mail:procurement@sef.org.pk; Website:www.sef.org.pk**



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Terms of Reference (TORs) Consultancy for Report Writing/Preparation of Annual Report

Background:

25 years of Sindh Education Foundation (SEF) in Sindh is a key year to share the accomplishment of SEF on Silver Jubilee occasion by valuing school communities and partnerships along with the stakeholders to whom we have provided educational facilities and our will to reach those who are still out of schools. For the Silver Jubilee celebrations in 2017 we will be launching multiple activities for the engagement of Sindh Education Foundation across the Sindh. The aim is to celebrate Silver Jubilee and acknowledge the contribution of people who have contributed in the growth of the organization.

In this regard, Foundation intends to publish high profile Annual Report(s) which is meant to provide a comprehensive insight into the SEF's programmatic performance since its inception. For this purpose the Foundation is in need of hiring Individual or Firm for preparing, writing and publishing of Annual Reports. These two separate reports will cover two financial years 2015-2016 and 2016-2017.

Objectives

For the purpose of developing and publishing of two financial years professional Annual Reports with strong content and attractive design to illustrate the results of the Foundation from 1 July 2015 to 30 June 2016 and 1 July 2016 to 30 June 2017 highlighting key achievements, programmatic activities, unit's performance etc.

The Consultant will provide Final Documents separately considering all technical and production aspects, including grammar, spelling, graphs, tables, pictures, style and punctuation with a view to strengthening overall clarity and quality of writing.

Scope of the Services:

The Consultant will be required to prepare Two Annual Reports 2015-2016 and 2016-2017.

Terms of Reference

- Review existing documents (providing by SEF) that feed into the Annual Reports
- Assess need for further information and proceed to request for details from relevant personnel (head office and region offices)
- Design a working schedule to get information for the annual report and on key interventions

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- Present and discuss the draft reports to the Managing Director and Director- HR
- Travel to different locations where SEF schools are running in order to collect data for annual report as well as capture the best photography (selection of districts will be based on representation of urban and rural, more programs running etc.)
- Work closely with the graphic designer (own source) to develop ideas for graphics and charts that creatively convey key messages/data in the report
- Write and edit two separate Annual Reports about 30 to 40 page text (A4 size) for the 2015-2016- and 2016-2017 based on the information collected (all includes: tables, content, graphs, and images etc.)
- Finalize and submit the Annual Reports by June 30, 2017.

1. Estimated duration of contract:

The contract time period is four months and fifteen days.

2. Evaluation Criteria

Experience of working with National Organization	15
Experience of working with International Organization	20
Prepared/ Produced 5 Annual Reports in last 3 years	15
Prepared/ Produced 10 Annual Reports in last 3 years	30
Experience of Annual Reports Prepared/Produced in public sector	10
Diploma/Certificate in Academic writing	10

Individual, who secures at least **70%**, will be considered as qualified for the consideration of evaluation.

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