



Government of Sindh  
Sindh Education Foundation



# REQUEST FOR PROPOSAL 2025 - 2026

Establishment and Operation of  
First Phase of New Foundation  
Assisted Schools (FAS)  
in all districts of Sindh.

Last Date for Submission:  
**June 30, 2025**

## **Introduction:**

Demonstrating its firm commitment to equitable education, the Government of Sindh has undertaken substantial measures to address the challenges of out-of-school children across the province. In line with the vision of **Honorable Chief Minister Sindh and Education Minister Sindh**, the Sindh Education Foundation (SEF) invites proposals from qualified individuals and non-governmental organizations for the establishment and operation of First Phase of New Foundation Assisted Schools (FAS) in all districts of Sindh, Preference will be given to remote and hard to reach areas of Sindh where the number of out of school children is high.

This initiative highlights the government's ongoing efforts to expand access to quality education for every out of school child in Sindh.

## **Scope of Work**

- i. This initiative aims to cater out of school children and provide free of-cost, quality education in the Foundation Assisted Schools (FAS) by partnering with private sector Individuals/Organizations/NGOs, under the Foundation's regulatory and financial support mechanism, with a view to ensuring provision of sustainable education.

### **Partner, when selected, will;**

- a. Receive Per child per month fixed amount in terms of subsidy as approved by the SEF board of Governors (from time to time) paid by SEF, GoS to the partners (subject to performance as per the partnership contract, including student headcounts, assessments, teachers' qualifications, market-competitive salaries, safe and secure infrastructure, safe drinking water, hygiene and cleanliness)
- b. Receive technical inputs including but not limited to capacity building of teachers, head teachers, and partners on regular basis and other value additions as announced by SEF.
- c. Receive free textbooks from (STBB) for enrolled students.

## **1. Dates to Remember**

The last date of submission of RFP is 30<sup>th</sup> June 2025 on or before 05:00 p.m. at SEF Head Office. The Foundation may, at its sole discretion and without prior notice to applicant, cancel the process and/or extend the date of submission of RFP. Applicants Individuals/Organizations will however be informed accordingly. The Foundation shall not incur any liability whatsoever arising out of aforementioned discretionary acts.

## **2. Establishment of New Schools / Mandatoy / compulsory requirements**

### **➤ For Organizations**

- i. The organization must have a valid registration with relevant federal and provincial Government Authorities. A valid Registration Certificate shall be required.
- ii. The organization must have either a net worth of PKR. 5 million or a turnover of PKR. 5 million for the last 02 years.
  - For substantiating net worth, a copy of the audit report of the last 2 years duly signed by a certified chartered accountant shall be required.
  - For substantiating turnover, the bank statement of the last 2 years duly verified by the concerned bank shall be required.

- iii. The account maintenance certificate duly verified by the concerned bank shall be required.
- iv. The organization must NOT be blacklisted by or on the watch list of any relevant regulatory agency of the state for violation of any relevant law(s). An undertaking on stamp paper of Rs.500 or above will be required.
- v. The organization's head, general secretary, treasurer and/or equivalent office bearers must NOT be civil servants or government employees of autonomous/semi-autonomous and government-funded agencies. An undertaking on stamp paper of Rs.500 or above will be required.
- vi. Must possess at least three years of relevant experience in running educational institutions or in the Development Sector.
- vii. Those organizations that once were partners of SEF and the partnership had been canceled by the Foundation on account of a serious breach of contract including any act of fraudulent activities, misappropriation or embezzlement of funds entrusted to such organization in pursuance of contract executed amongst the parties are NOT eligible to apply.
- viii. The organization must have effective systems of institutional management in place including but not limited to; authority matrix, oversight & accountability, financial management, internal controls, etc. The organization must have a strong central source of leadership that can shape a vision of academic success keeping in view the challenging dimensions of the education sector in the Province.
- ix. The organization at the time of RFP submission shall be liable to disclose in writing to the Foundation any other facts which might give rise to a conflict of interest (if any) whether real or perceived. An undertaking on stamp paper of Rs.500 or above will be required. In such cases, the decision of the Evaluation Committee shall be considered final and binding.

**Note: Existing SEF partner organizations and partner NGOs already operating twenty (20) or more Foundation Assisted Schools are NOT eligible to apply under this category.**

**(However, relaxation may be considered for applicants proposing schools in hard-to-reach or remote areas with a high number of out-of-school children in Sindh)**

**Employees and their immediate family members of the following departments of Government of Sindh are NOT eligible to Apply :**

- 1) College Education department,
- 2) Education & literacy Department
- and 3) Sindh Education Foundation.

#### ➤ For Individuals

- i. An individual must possess the domicile of Sindh province.
- ii. An individual must have a minimum qualification of graduation from a recognized institutions.  
*(However, relaxation in qualification requirements may be considered for individual applicants residing and proposing schools in hard-to-reach or remote areas with a high number of out-of-school children in Sindh)*
- iii. An individual must have relevant experience of three years in the education/development sector.  
*(However, relaxation in experience requirements may be considered for individual applicants residing and proposing schools in hard-to-reach or remote areas with a high number of out-of-school children in Sindh)*
- iv. An individual must not have any prior convictions, criminal records or any affiliation with any banned organizations. Submission of Police verification from concerned police station OR by a gazetted government officer of grade 17 and above is a must.
- v. An individual whose contract had been canceled by the Foundation on account of breach of contract including any act of fraudulent activities, misappropriation, or embezzlement of funds entrusted to such person in pursuance of contract executed amongst the parties are not eligible to apply.

- vi. An individual shall be liable to disclose in writing to the Foundation any other facts which might give rise to a conflict of interest (if any) whether real or perceived. In such cases, the decision of the Evaluation Committee shall be considered final and binding.
- vii. An individual shall be required to submit an undertaking that he/she is NOT a civil servant or a government employee of any autonomous/semi-autonomous and government-funded agency. An undertaking on stamp paper of Rs.500 or above will be required.

**Note: Existing SEF partners already operating four (04) or more Foundation Assisted Schools are NOT eligible to apply under this category.**

**(However, relaxation may be considered for applicants proposing schools in hard-to-reach or remote areas with a high number of out-of-school children in Sindh)**

**Employees and their immediate family members of the following departments of Government of Sindh are NOT eligible to Apply :**

- 1) College Education department,
- 2) Education & literacy Department
- and 3) Sindh Education Foundation.

### ➤ **Eligibility for Site**

- i. There must be verifiable evidence of need in the locality (i.e. There should be no government school within 1 km and no SEF supported school within 2 km radius of the proposed site )
- ii. The site/building (rented/owned) must have adequate infrastructure.
- iii. In the case of plot/land, the partner must develop viable infrastructure within one year, including washrooms, drinking water, electricity, a boundary wall, and a play area. Meanwhile, the school may operate in a temporary setup.
- iv. Property must be free of any encumbrances.

*(SEF Reserves the right to amend the above mentioned criteria at any point.)*

## 3. RFP Submission

Applicants must carefully review the RFP and submit the required information as per the specified format. Forms (Annexures) must be completed accurately, as they carry weightage in the evaluation. The RFP should be filled neatly, preferably typed, to avoid overwriting. Proposals must be signed by the applicant or an authorized representative, and submitted in hard copy only sealed, marked, and not via email.

In case of organization, a non-refundable processing fee of **PKR 50,000/- per school/site** must be paid via Pay Order/Demand Draft in favor of **Sindh Education Foundation** and attached with the proposal.

In case of an individual applicant, a non-refundable processing fee of **PKR 20,000/- per school/site** must be paid via Pay Order/Demand Draft in favor of **Sindh Education Foundation** and attached with the proposal.

The documents must be submitted in the following order:

- One printed original (marked “RFP – Original”)
- One printed copy (marked “RFP – Copy”)
- One soft copy on USB (marked “RFP – Soft Copy”)

**Submissions must be in ONE sealed envelope and clearly marked as:**

"RFP for New Foundation Assisted Schools 2025–26 For (name of District)". Sealed proposals along with Pay Order/ Demand Draft (mandatory and non-refundable) of Rs. 50,000/ for organizations and Rs. 20,000/ for individuals (in the name of “Sindh Education Foundation”) for each proposed school (site) must be sent through any reliable courier service on or well before the deadline at the following address.

<p>To</p> <p>Director, Programs &amp; Planning Sindh Education Foundation</p> <p>Subject: <b><u>RFP for Foundation Assisted Schools 2025-26</u></b></p> <p><b>Applied for District(s): _____ Number of sites: _____</b></p> <p>Address: House # 21-A, Block 7/8 Overseas Cooperative Housing Society Ameer Khusro Road Karachi 75300 Pakistan Contact: 021-99333245 (Regional Head-Karachi)</p>
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#### 4. Scoring Matrix (A+B+C=Maximum Marks:100)

##### A. Management Competencies

INDIVIDUALS			ORGANIZATIONS	
S.No.	Criteria	Points	Criteria	Points
1.	Applicant’s qualification Graduate: 08 points Masters & Above: 10 points	10	Qualification of key position holders. (Minimum 3, Maximum 5) Graduate: 08 points Masters & Above: 10 points	10
2.	Profile of Individual Applicant. Relevant experience of running educational institutions: Less than 03 years: 05 points More than 03 years: (2 points for each year, not exceeding 10 points)	10	Profile of the organization Relevant experience of running educational institutions: Minimum 03 years: 05 points More than 03 years: (2 points for each year, not exceeding 10 points)	10
3.	Management Systems Effective systems of institutional management in place including but not limited to; authority matrix, oversight & accountability, financial & administrative management, internal controls & audit, Quality assurance.	10	Management Systems Effective systems of institutional management in place including but not limited to; authority matrix, oversight & accountability, financial & administrative management, internal controls & audit, Quality assurance.	10
<b>Sub Total</b>		<b>30</b>	<b>Sub Total</b>	<b>30</b>
<i>Documentary evidence for the above must be submitted.</i>				

##### B. Technical Competencies

S.No.	Criteria	Points
1.	Proposed qualified teaching staff	10
2.	Proposed qualified Head Teacher/Principal	05
3.	Proposed school site(s) - (Annexure G) i. Establishment Plan ii. Monitoring Plan iii. Academic Support Plan iv. Strategy for bringing Out of School children	35
<b>Sub Total</b>		<b>50</b>
<i>Documentary evidence for the above must be submitted.</i>		

**C. Geographical Competencies**

S.No.	Criteria	Points
1.	Potential House Holds in the proximity of the school site(s)	05
2.	Potential enrollment for each school site	10
3.	Status of the building/ and size of the space proposed	05
<b>Sub Total</b>		<b>20</b>
<i>Documentary evidence for the above must be submitted.</i>		

THE MINIMUM SCORE REQUIRED TO PASS SHALL BE: 50/100 (where 50 is A+B+C)

**5. Verification (site and/or documents)**

Qualifying proposals will undergo site verification as per eligibility criteria. SEF may verify submitted documents with relevant authorities. Shortlisted applicants will be invited for a presentation, and successful ones will be awarded the partnership contract. SEF reserves the right to cancel or reject any application at its discretion.

**Annexure A**

Organization's Profile	
Date of establishment: (DD/MM/YYYY)	
<i>Use BLOCK letters to fill in the Form</i>	
Name of the organization - as per the Registration Certificate	
Registration No.	
Date of last Renewal (if applicable)	
Type of the organization	Kindly select any one of the following: <ul style="list-style-type: none"> <li>• Educational Institution</li> <li>• Non-Governmental Organization (NGO)</li> <li>• Other: _____ (Please</li> </ul>

	specify)
National Tax Number or Free Tax Number in the name of the organization (NTN/FTN)	
Contact Details:	
URL of the Website (if any)	
Name, Designation & Qualification of the Head of the Organization	Name: _____ Designation: _____ Qualification: _____
Relevant Experience of the organization (No. of years)	Total Experience in the Social Sector: _____years Total Experience in the Education Sector: __years
Net Worth or Turnover of the organization (in PKR) for last 02-years	PKR: _____ (Year _____) PKR: _____ (Year _____)
Details of the areas where the organization has currently been operating.	
Details of the Focal Person nominated for Foundation Assisted School(s)	Name Designation CNIC # Contact #

Attach the following documents along with Annexure A:

1. Copy of the valid Registration Certificate of the organization
2. NTN/FTN verification-photocopy
3. CVs of:
  - a. The head of the organization
  - b. Management team heading the educational programs
  - c. The Focal person nominated for Foundation Assisted Schools
4. Copies of the CNIC of the
  - a. Head of the organization
  - b. The Focal person nominated for Foundation Assisted Schools
5. The copy of audited Financial Statements for last two years.

Individual's Profile						
<i>Use BLOCK letters to fill in the form</i>						
Applicant's Name						
Father's/Husband Name						
CNIC NO.						
Date of Birth (DD-MM-YYYY)						
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/>					
Educational Qualification						
Relevant experience in education related work in years	1-3 Y <input type="checkbox"/>	4-5 Y <input type="checkbox"/>	6-8 Y <input type="checkbox"/>	9-10 Y <input type="checkbox"/>	11-13 Y <input type="checkbox"/>	13 Y more <input type="checkbox"/>
Current Profession/Occupation	Business <input type="checkbox"/>	Private Job <input type="checkbox"/>	Govt: Job <input type="checkbox"/>	Unemployed <input type="checkbox"/>	Retired <input type="checkbox"/>	Other <input type="checkbox"/>
District						
Email ID						
Contact number(s)						
Permanent address of applicant						
Mailing Address						

Provide information about previous work experience below starting from the latest:

Work details (last three years)	Nature of work/salient contribution	Period	
		From	To

Attach photocopies/original of;

- i. Valid CNIC
- ii. Educational Documents (matric till graduation mark sheet and degree)

- iii. Bank Account Details
- iv. Work experience certificates
- v. Character certificate
- vi. Updated CV
- vii. Domicile / PRC
- viii. Undertaking of not being employed in any Government organization.

**Qualification (Starting from the latest)**

Degree/Certification/Diploma	Name and institution of the Degree/Certification/Diploma	Period	
		From	To

Annexure C

**School's Site Profile**

(Fill a separate form for each site proposed by the applicant)

**1. Geographical/ Demographic Information**

District					
Taluka/Town					
UC					
Deh					
Village/Mohalla/Society					
No. of Households	50-100 <input type="checkbox"/>	101-200 <input type="checkbox"/>	201-300 <input type="checkbox"/>	301-400 <input type="checkbox"/>	401-500 <input type="checkbox"/>
Nearest Popular Place					
GPS Coordinates	E: DD-MM-SSS N:DD-MM-SSS (DD: Degree, MM: Minutes, SSS: Seconds)				
School Category	Elementary <input type="checkbox"/>				
Estimated potential Enrollment	Elementary: (Katchi -VIII) _____ Secondary: (Katchi – X) _____				

**2. School Infrastructure Information**

If Building:

Owned <input type="checkbox"/> Rented <input type="checkbox"/> Donated <input type="checkbox"/>			No. of Floors (if Applicable)		
Total Area of Building (Sq.Feet)		No. of rooms (if Applicable)		Average size of rooms	

If Plot:

Owned <input type="checkbox"/> Rented <input type="checkbox"/> Donated <input type="checkbox"/>	Other
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Annexure G

Project Plan (Sindhi, Urdu or in English)

1. School Establishment Plan (500 words)
2. School Monitoring Plan (500 words)
3. Academic Support Plan (500 words)
4. Strategy for bringing Out of School Children (500 words)