



**GOVERNMENT OF SINDH
REFORM SUPPORT UNIT
SCHOOL EDUCATION & LITERACY DEPARTMENT**



EXPRESSION OF INTEREST

**HIRING OF SERVICES OF A FIRM FOR DEVELOPMENT AND IMPLEMENTATION OF
TEACHERS' CAPACITY BUILDING TRAINING PROGRAMS**

Introduction

Contract Identification Number: PS/RSU/SELD/PROCUREMENT/2017-18/02

World Bank Loan/ Credit Number: P125952

Purchaser: Government of Sindh

Beneficiary: School Education & Literacy Department (SELD)

Assignment Title: Development and Implementation of Teachers' Capacity Building Training Programs

The Government of Sindh (GoS) has received financing from the World Bank towards the cost of Second Sindh Education Reform Project (SERP – II) (Restructuring) and intends to apply part of the proceeds to the provision of consultancy services for development and implementation of teachers' capacity building training programs in two subjects (Science and Mathematics) for Class V and VIII of specified public sector schools of Sindh at each district level. GoS is implementing this World Bank assisted project to support and scale-up schools quality by improving sector governance and accountability, strengthening administrative system, and measuring students' achievements. These given initiatives are being implemented in an open and transparent manner to achieve desired outcomes within the minimum possible timeframe.

Under the SESP-II (R), Reform Support Unit (RSU) SELD, the executing agency, requires the services of a reputable human resource or educational firm/ institution to develop and implement training modules (for approximately 4,400 teachers) under Science and Mathematics subjects for Class-V and VIII in consonance with the relevant books of Sindh Textbook Board and training manuals of Sindh Teachers' Educational Development Authority. The selected firm is also expected to undertake other ancillary activities, which includes: printing and binding of material; arrangement of logistics facilities for transportation of material; and arrangement of equipment as well as lunch and refreshment for training participants; and preparation of reports on achieved results and recommendations for its client etc. among the audiences.

In this view, RSU SELD now invites eligible firms to indicate their interest in offering the services. Interested firms must provide information on their experience and organizational set up demonstrating that they are qualified to perform above consultancy services.

Shortlisting Criteria for Prospective firm(s)

- I. Valid registration with all relevant tax authorities;
- II. Experience of at least fifteen (15) years' as human resource management or education firm/ institution;
- III. Experience of at least three (3) years in capacity building and particularly in implementing training programs or must have completed three (3) assignments related to training of staff in any public or private sector organization during last five (5) years;
- IV. Minimum average annual financial turnover of PKR 100 million during last three years;
- V. Must have regular PhDs or Masters holders (related subjects) with minimum five (5) years of experience in relevant fields;
- VI. Must have two (2) years of work experience related with education sector or must have completed two (2) assignments related to teachers' training in any public sector organization during last five (5) years;
- VII. Must have qualified, experienced and regular team consisting of:
 - a. Team leader with minimum five (5) years' experience and knowledge in capacity building and must have Master's degree or above along with certification in Project Management;
 - b. Five trainers (minimum two trainers in each related subject) with minimum three (3) years' experience in required fields (organizing and delivering courses/ trainings on modern teaching methods, delivery of the similar courses for teaching staff) and must have Master's degree or above in relevant subjects; and
- VIII. Affidavit that the firm is not blacklisted by any public or private organization.

Prospective firm(s) must provide valid evidences against each above criteria. The RSU reserves rights to cross-verify information/ documents, if deemed necessary, in order to ensure reliability of information and capability of service provider. Documents received without concrete evidence(s) will be marked as disqualified during preliminary evaluation of proposals.

HOW TO APPLY

The attention of interested consultants is drawn to paragraph 1.9 of the World Bank's Guidelines: Selection and Employment of Consultants (Under IBRD Loans and IDA Credits and Grants) by World Bank Borrowers January, 2011 ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest. A consultancy firm will be selected in accordance with Quality and Cost based Selection method set out in Consultant Guidelines.

Expression of Interest along with requisite documents shall reach in the sealed envelope marked as 'EOI for Capacity Building Training Program' to the below mentioned address no later than 3.00 p.m. on Tuesday, 9th January, 2018. Sealed envelope(s) will be opened on the same date at 3.30 p.m. in presence of firms' representatives who wish to attend.

**Procurement Section
Reform Support Unit, School Education & Literacy Department
47-E/1, 48th Street, Block-6, PECHS, Karachi.
Tel. # 021 34320252**

EOI notice along with Terms of References (ToRs) is available on SELD website www.sindheducation.gov.pk.

**For further queries, please refer to:
Consultant/ Procurement Manager, Reform Support Unit
E-mail: pssedgos@gmail.com Cell No.: 92 300 3334567**

TERMS OF REFERENCE

DEVELOPMENT AND IMPLEMENTATION OF TEACHERS' CAPACITY BUILDING TRAINING PROGRAMS

1. Background and Context: The Reform Support Unit (RSU), School Education & Literacy Department (SELD), Government of Sindh established in 2006 with the mission to improve the education system in Sindh. The very rationale of this program is to streamline existing edifice of education delivery and provide policy inputs for advancement of education growth in terms of governance, access and quality of education. The RSU is also envisioned as a forum to provide a platform for donor coordination as a measure to synchronize different donors' resources and efforts in a consolidated vision of education excellence.

The RSU is vigilantly working on different areas including designing of activity frameworks, developing and implementing education reforms strategies and SOPs, measuring students' performance through data collection, and assessing future needs or actions to improve the quality of education system in Sindh. RSU also plays its vital role in following two areas:

- i. Capacity building of the teaching and non-teaching staff that is engaged in implementation of SELD and RSU core strategies; and
- ii. Assessment of students performance in public sector schools of Sindh through Standardized Achievement Test (SAT) in language, mathematics, and science at Class – V and VIII levels.

RSU has implemented series of projects in last years to develop teachers' capacity in various subject areas. Results of these projects are then assessed through students' performance/ scoring in SAT as well as post-training evaluation basis. The task of conducting SAT is outsourced through hiring the services of a third party organization in a transparent and open manner as per governed rules.

The SAT results pave a way for SELD and RSU to develop and customize strategic and tactical policies in such a way that can prove successful in maximizing strengths and minimizing weaknesses to the optimal level. SAT results also assist various stakeholders to recommend and adopt policies, conduct research work, develop curriculum that suits student learning environment, and bring or recommend further reforms to improve quality of education delivery, with the purpose to improving learning outcomes of students studying in the public sector schools of Sindh.

The SAT assessment results during previous rounds, conducted on annual basis, have indicated that there is a need for improvement students' understanding in Mathematics and Science subjects for Class V & VIII. The RSU believes that this matter can be addressed through developing teachers' capacity in these subjects as well as adopting pedagogical approaches that best suits students' academic needs.

2. Scope of Services, Expected Outcomes and Targeted Completion: The important component of this activity is to train teachers of around 2,220 schools for Class-V & VIII in two subjects i.e. Science and Mathematics. Maximum number of two teachers will be selected from each school (district-wise number of schools is given at Sr. 11 of ToRs).

For this purpose, RSU SELD invites proposals from eligible organizations to develop and implement teachers' trainings at each district level of Sindh.

As a result of the training, the teachers should be equipped with the necessary skills and knowledge for effective teaching and transformation of related curriculum and learning activities among students. The trained teachers should be able to adopt different techniques to engage students with learning environment.

The main output of the service is to train initially selected teachers from around 2,200 public sector schools of Sindh. Each training session or group comprising of maximum 30-35 teachers in District Headquarter or any other training venue as assigned by SELD/ RSU/ Director/ DEO. Duration of training for each group shall be six (6) full days for both subjects (three days for each) available in Sindh Textbook Board (STB) curriculum as well as various pedagogies depending upon topic. The service provider may arrange multiple training sessions simultaneously at different locations, subject to the consent of concerned Director/ DEO, to complete project's deliverables within allocated time.

The service provider shall be required to develop training modules (indicating the concrete training topics and training program outlines) on the basis of content available in relevant textbooks of Science and Mathematics. While preparing training modules of all subjects, the service provider shall also consult with Continuous Professional Development (CDP) model and resources (relevant training material) already development by Sindh Teachers' Education Development Authority (STEDA).

The organization shall ensure that the teachers' training is conducted in each district/ division by the group of trainers and one team leader [requisite education and experience of trainers is mentioned under para 6.7(b) of ToRs]. The training organization is required to develop training material along with exercises and practical scenarios (pedagogical approaches). The trainers must allocate reasonable time for each topic, so that teachers can become proficient at the knowledge and skills learnt.

Related textbooks and training material can be obtained from the STB and STEDA offices

3. Institutional Arrangement: The service provider will be directly supervised by the Director/ District Education Officers (Primary and Secondary). The service provider shall be responsible for preparation, printing and binding of manuals as per number of audiences. Besides, the service provider will be responsible to arrange lunch and one-time refreshment for training participants on each day during

training session. Training venue along with basic facilities will be arranged/ provided by the respective Director/ DEOs.

Service provider shall prepare final report (district wise) to be submitted to the Reform Support Unit not later than three (3) weeks following the end of training programs in that district. The report should include main findings and recommendations for the related future projects, final program schedule and a detailed program description, as well as detailed schedule, participants list and description for the conducted training modules.

4. Duration of Activity: Duration for completion of this whole activity is six months, starting from the date of agreement signing (expected in the beginning of February, 2018). Training (both modules) shall be completed in 36 hours (6/6 hours per day).

5. Deliverables: The service provider will work in accordance with guidelines disseminated by the RSU through this document as well as final agreement mutually signed between the RSU and service provider. The service provider shall furnish RSU with:

- ◆ Development of the detailed training modules (subject wise – satisfying terms and conditions of bid documents) for effective use among training participants;
- ◆ Preparation of training material, including: printing, binding and transportation till the end destination;
- ◆ Arrangement of requisite machinery and equipment including: laptop, projector, and generator facilities, where needed, on its own financial sources;
- ◆ Delivery of teachers’ training for each module at district/ division level subject to the consent of concerned Director/ DEO;
- ◆ Arrangement of one time lunch and one time refreshment for training participants during each training day; and
- ◆ Report on achieved results (pre and post training) and recommendations for future projects.

6. Qualification and Experience: The service provider should compliance with the following:

- i. Valid registration with relevant tax authorities of Pakistan;
- ii. Experience of at least fifteen (15) years as a human resource management or education firm/ institution;
- iii. Firm’s experience of at least three (3) years in capacity building and particularly in implementing training programs or must have completed three (3) assignments related to training of staff in any public or private sector organization during last five (5) years;
- iv. Minimum average annual financial turnover of PKR 100 million during last three years;
- v. Must have regular PhDs or Masters’ degree holders (in related subjects) with minimum seven (7) years of experience in relevant fields/ areas of trainings;
- vi. Must have at least two (2) years of work experience related with education sector or must have completed two (2) assignments related to teachers training in any public sector organization during last five (5) years;
- vii. Qualified and experienced team consisting of the following:
 - a. Team leader with minimum five (5) years’ experience and knowledge in capacity building and must have Master’s degree or above along with certification in Project Management;
 - b. Five trainers (minimum two trainers in each relevant subject) with minimum three (3) years’ experience in required fields (organizing and delivering courses/ trainings on modern teaching methods, delivery of the similar courses for

- teaching staff) and must have Master's degree in relevant subjects; and
- viii. Affidavit that the firm is not blacklisted by any public or private organization.

7. Documents to be submitted: The prospective bidder is required to furnish photocopies of following documents along with bid documents:

- i. Profile – describing the nature of business and field of expertise;
- ii. Valid registration or incorporation certificate issued by a recognized authority;
- iii. Valid tax registration documents;
- iv. Annual audit reports of last three years verified by a valid Chartered Accountant;
- v. Company qualification record (track record) – indicating description of contract scope, contract duration, contract value, contract references proving requisite years' experience in required fields and sectors;
- vi. Work orders/ contract agreements completed during last five (5) years;
- vii. CVs demonstrating qualifications experience of team leader and members/ trainers required (please refer to Sr. # 6 of ToRs);
- viii. Written confirmation from each involved personnel that they are available for the duration of the contract; and
- ix. Affidavit on stamp paper that the firm is not blacklisted by any organization.

Note: Prospective firm(s) must provide valid evidences against each criterion mentioned under qualification and experience (ToRs). The RSU reserves rights to cross-verify information/ documents, if deemed necessary, in order to ensure reliability of information and capability of service provider. Documents received without concrete evidence(s) will be marked as disqualified during evaluation of proposals. Failure to provide adequate expertise and assign qualified personnel (regular employees in prospective firm) in areas of expertise shall be considered grounds for disqualification.

8. Payment Modality and Schedule: The service provider will be paid payments on the basis of each milestone as depicted below:

#	Deliverable	Percentage	Cost
1.	Inception report Preparation and approval of training modules for Class-V and VIII subjects (Science and Mathematics)	20%	
2.	Successful delivery of training in each division of Sindh (submission of district wise reports to the RSU)	60% (10% per division)	
3.	Successful project's completion/ consolidated report	20%	
Total		100%	

Note: Payments for deliverables 2 will be made after satisfactory certificates/ endorsements issued by the concerned Directors/ DEOs.

9. Criteria for Selecting Best Offer: The consulting firm will be selected in accordance with the

procedures set out in the World Bank *Guidelines: Selection and Employment of Consultants by World Bank Borrowers (January 2011)* In addition, please refer to the specific information on conflict of interest related to the assignment as per paragraph 1.9 of Consultant Guidelines.

Any offer that does not meet the eligibility criteria shall be rejected. The bidder shall calculate all the possible costs related to printing & binding, logistics, catering, arranging equipment etc. aimed for successful finalization of the assignment. The client shall not accept any additional expenses which aren't included in the firm's financial offer.

10. Training Quality & Relevance: The service provider shall ensure that training material covers all topics of relevant subjects and they are comprehensively described under training manual. A team of expert members from RSU and STEDA will examine and approve the training manuals before final printing of these manuals.

The service provider shall deploy qualified team of trainers that must meet the minimum requirement of skills, education and experience. The RSU (Training Wing) and respective Directors/ DEOs may conduct visits of training sites to observe the training quality/ delivery approach and to collect teachers' feedback (after training/ learning outcomes) etc.

11. Quantity Variation in Training Staff: The quantity of teachers to be trained may deviates by $\pm 2\%$ (upper limit 4,528 and lower limit 4,351). The client shall not pay or deduct any cost if the number of teachers to be trained falls within this range; however, if quantity deviates from this range then the payment will be paid/ deducted by calculating unit cost i.e. total quoted or approved bid divided by the total number of teachers intended to be trained (4,440).

12. List of Private Schools in Sindh:

#	Name of District	# of Schools	#	Name of District	# of Schools
1.	Badin	62	2.	Central Karachi	83
3.	Dadu	136	4.	East Karachi	46
5.	Ghotki	108	6.	Hyderabad	132
7.	Jacobabad	75	8.	Jamshoro	72
9.	Kambar Shahdadkot	116	10.	Kashmore	62
11.	Khairpur Mirs	124	12.	Korangi Karachi	55
13.	Larkana	188	14.	Malir Karachi	37
15.	Matiari	69	16.	Mirpurkhas	60
17.	Naushahro Feroze	113	18.	Sanghar	84
19.	S. Benazirabad	105	20.	Shikarpur	111
21.	South Karachi	53	22.	Sujawal	20
23.	Sukkur	119	24.	Tando Allahyar	41
25.	Tando Mohd. Khan	20	26.	Tharparkar	12
27.	Thatta	24	28.	Umerkot	34
29.	West Karachi	59	Total Number of Schools		2,220

Note: The estimated number of teachers to be trained will be 4,440 (max. two teachers from each school).

13. Contact list: The successful firm may contact with following officer for discussing any matter or query during the execution of this activity:

13.1. Sayed Inam Ali Shah
Senior Program Manager
Reform Support Unit
Phone: 021 34320252
Cell: 0300-3427632
E-mail: inamrsu@gmail.com

13.2. Mr. Zameer Ahmed Khan
Program Manager SAT
Reform Support Unit
Phone: 021 34320252
Cell: 0345-2480056
E-mail: shiningstaffforall@gmail.com