



Sindh Education Foundation
Government of Sindh

Request for Proposal(RFP)

Under

SEF Middle and High School Program

Issued by

Deputy Director
Program Support and Development
Sindh Education Foundation
Government of Sindh



For information and details Call: 0342-7337777

House # 21-A, Block 7/8, Overseas Cooperative Housing Society,
Ameer Khusro Road, Karachi. Ph: 021-34169141-5
021-34306753-4, 021-34301460-3 Fax: 021-34169181
E-mail: smhs@sef.org.pk | Website: www.sef.org.pk



Sindh Education Foundation

Government of Sindh

Prospective applicants are invited to submit their proposal in response to the RFP for SEF New Middle and High Schools Program.

The applicant hereby agrees that all information provided in this RFP, Annexures and all supporting documents submitted (Please see **Pg. 10** and **Pg. 11 of this document for Checklist of Required Documents**) are full, true and correct as of date. Further, it is agreed and understood that any information which is found to be incorrect, incomplete, or misleading as to any matter relied upon for in evaluation of proposals may constitute cause for rejection.

Sincerely,

Date:_____

Name of Applicant

In case of organization, the following person is authorized as signatories and to negotiate
on behalf of _____

Full Name:_____

Designation:_____

Contact Information:_____

Email address:_____

Signature:_____

Date:_____

INTRODUCTION

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. Since its establishment in 1992, the SEF endeavors have focused on providing quality education for the growth and development of those living in remote and disadvantaged areas of the Sindh province in Pakistan.

SEF Middle and High Schools (SMHS) Program aims to gradually increase the provision of post-primary schools by supporting establishment of quality Middle and High schools across Sindh, through use of existing public school infrastructure and new or existing private sector infrastructure, especially, in the Union Councils having low enrollment in post-primary education. Under this program, new schools will be opened through public-private partnerships in locations with **low enrollments in post-primary schools with particular focus on remote regions of Sindh (Talukas having low enrollment in grade 6 and beyond)**.

OUTLINE

This Request for Proposal (RFP) aims at identifying new and qualified school operators under SMHS Program.

RFP seeks educational experts and organizations, that are familiar with the complexities of rural, semi-urban and urban contexts, to open, manage and operate quality schools which can impart modern education to prospective students.

SEF seeks Individuals and Organizations from Sindh, to respond to this RFP with proposals that demonstrate their capacity to run quality schools under SMHS Program.

BRIEF SCOPE OF WORK

In alignment with its new vision, and with the purpose of serving underprivileged communities, the Foundation would like to invite proposals under SEF Middle and High School Program.

Following are some of the major features:

1. Only applications for new Middle (Grades 6-8) and High schools (Grades 6-10) are invited. Schools with Grades 9-10 will be awarded only for deserving localities. Partners, once selected, will receive subsidy according to the following schedule:

Grades	Subsidy (Per child per month PKR)
Grade 6-8	1000/-
Grade 9-10	1200/-

2. A 50% matching grant of up to **Rs.300, 000** will be provided for establishing computer and science labs. **A detailed plan for establishment of labs must be provided as a part of the school development plan.**
3. Application for starting a Middle or High school will be considered only if the applicant (organization/ individual) has minimum 3 years' experience of managing a school on full time basis.
4. Application for starting a Middle or High school will be considered only if the proposal reflects provision for required infrastructure facilities, availability of potential children for Grade VI and above. Subject specific teachers for each subject taught in Grades 6- 10 (Mathematics, Science, Physics, Chemistry, etc.) must be provided.
5. The subsidies will be disbursed on quarterly basis.
6. Selected Partners will ensure minimum enrolment of **75** students at the time of opening school with an assurance to increase the enrolment to optimum levels in subsequent years.

7. It is mandatory for the selected Partners to recruit qualified teachers and pay them market competitive salaries. Minimum salary must be in accordance with Government regulations.
8. Subject of Mathematics and Science will be encouraged to be taught in English language as English medium textbooks will be provided.
9. Minimum qualification of the teachers should be graduate. Teachers with lower academic qualification will be acceptable only if they are experienced or professionally trained.
10. Provide transport for students and teachers where needed and applicable.
11. Teaching of multiple Grades in one classroom is prohibited.
12. Each school must have necessary infrastructure, including but not limited to, adequate washrooms, computer, science labs (if applicable), teachers room, open ground, library, etc.
13. Subsidy will be linked to Annual Student Assessments. In cases where a school does not meet the minimum standards of educational attainments, SEF reserves the rights to withdraw or limit financial support, or to terminate the contract after adequate warnings under the contract.
14. Each location for Middle/High school must have at least 2 or 3 Primary schools located within the radius of 3 KMs.
15. A school will be awarded only if there is verifiable evidence for the need of the school in the proposed locality.
16. Re-enrollment (children already registered in public schools) of students is prohibited.

CLARIFICATIONS REGARDING RFP DOCUMENTS

The interested Applicant(s) can seek clarification regarding the scope of work or any other information deemed necessary before 7 (seven) days of the last date of submission of the RFP so that a pre-bid meeting can be arranged to resolve the queries.

SUBMISSION OF PROPOSAL

Technical Proposal

In preparation of Technical Proposal, applicant(s) are expected to examine the documents comprising this RFP in detail and provide a well-considered School Development, Quality Audit and Human Resource Plan.

PART 'A'

In support of fulfilling the minimum Eligibility Criteria, following documents shall be submitted as part of Technical Proposal:

Organization

- A brief description of the firm/organization
- Registration documents of the organization
- Minimum **Three** years' experience in operating/maintaining/managing a formal school on regular basis, with brief description of standard/system of education being imparted.
- Organization's financial turnover of **PKR 500,000** for past year or evidence of financial support (e.g. grant/donation etc.) up to **PKR 500,000** with certified copy of the Bank Statement/Audit Report in support of details.

Individual

- Individual(s) may submit a comprehensive resume highlighting their work experience to apply for this assignment
- Minimum **Three** years' experience in operating/maintaining/managing a formal school on full time basis, with brief description of standard/system of education being imparted.
- Verifiable source of income/Bank Statement of last financial year with minimum annual turnover of **PKR 200,000** or evidence of financial support (e.g. grant/donation etc.) up to **PKR 200,000**.
- Proof of affiliation with any organization if the applicant works part-time as an individual in assignment of similar nature

PART 'B'

In support of fulfilling Minimum Eligibility Criteria, following documents shall be submitted as part of the Technical Proposal in the form of **'School Development Plan, Quality Audit Plan and Human Resources Plan'**:

- i. The Applicants may indicate the number of schools for which they intend to submit the RFP.
- ii. Details of facilities being provided to students in the proposed location/school.
- iii. Potential Enrolment: Area/muhalla from where enrollment is expected, community mobilization strategy, and strategy to ensure already enrolled children are not re-enrolled
- iv. Details and CV of management team, head teacher, teaching and non-teaching staff and their qualification, proposed salaries, benefits to teachers (such as transportation/accommodation facilities), teacher training, and procedure for hiring personnel.

- v. CVs of authorized representative submitting the proposal. Key information should include educational qualification, teaching experience, number of years of related work experience, and degree of responsibility & scope of work handled in various education institutions.
- vi. Authority letter to be submitted by the Organization authorizing its representative to deal on its behalf with SEF.
- vii. Details of academic planning systems, implementation plan, teacher training and textbooks (if to be provided).
- viii. Details of quality assurance systems such as supervision/monitoring plan, student assessments, etc. and procedure for hiring personnel.

The proposal shall be submitted in a single packet marked **“REQUEST FOR PROPOSAL, SEF Under SEF Middle and High School Program”**.

The original proposal shall be prepared in indelible ink or print. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the applicant(s) themselves, in which cases, such corrections must be initialed by the person or persons signing the proposal. All pages of the technical and program proposals must be initialed by the person or persons signing the proposal. Completed proposal must be delivered on or before **15:00 (3pm) on February 29, 2016** to the following address:

Deputy Director | Program Support and Development
Sindh Education Foundation
Government of Sindh
Banglow # 21-A Block 7 & 8, OCHS Amir Khusro Road, Karachi.
Tel: 021-99237014, 021-34169145
Email: smhs@sef.org.pk

The applicant must qualify for the published eligibility criteria mentioned in the technical proposal.

A proposal shall be rejected at any stage if it does not respond to the important aspects of RFP and fails to achieve minimum technical score indicated in evaluation criteria.



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Government of Sindh

Request for Proposal (RFP) Under SEF Middle and High School Program

SCORING MATRIX (MAXIMUM SCORE 100-)**1. Applicant Profile**

(Individuals)			(Organizations)	
S. No	Criteria	Points		Points
1	Applicant Qualification*	5		
2	Application Experience**	5	Application Experience **	10
	Sub Total	10	Sub Total	10
*Individuals must have at least a graduate degree. **Both individuals & organizations must have minimum three years' experience of managing a formal school on regular/ full time basis.				

2. Quality Audit Plan (Individuals AND Organizations)

S. No.	Criteria	Points
1	Systems to Ensure School's Quality Including Supervision / Monitoring, Student Assessment etc.	10
2	Details of Academic Planning, Textbook Used etc.	10
	Sub Total	20

3. School Development Plan (Annex 1) (Individuals AND Organizations):

S. No.	Criteria	Points
1	Expected Enrollment*** (Minimum 75 Students) –Annex 3	10
2	Sufficient Primary Schools within 3 KM Radius	5
3	School Plan (Size of School, Classrooms, Facilities)	15
4	Enrollment Strategy (Community Mobilization, Avoiding Re-Enrollment)	10
5	Year wise School Construction Plan (with Financial Projection)	10
6	School Recurrent Budget (Day to Day Operational Budget) (Annual Basis)	5
7	Remote Location****	5
	Sub Total	60
*** Minimum enrollment of 75 students. Applicants submitting profiles of 200 or more children will get maximum score for enrollment. Selected Applicants may be asked to submit student profile forms and student pass certificates for children to be enrolled in the schools. ****Applicants applying for remote localities (for example, Nara desert, Thar desert, Coastal belt, Katcho, north-western districts will get preference. The locations which are at a distance of more than 30KM away from Taluqa headquarter will also be considered remote) will get additional score for location.		

4. Human Resource to Manage School (Annex 2):

S. No.	Criteria	Points
1	Proposed 5 Teachers with their CVs, Qualification / Experience / Expected Salary	5
2	Proposed Head Teacher / Principal/ CV, Qualification / Experience / Expected Salary	5
	Sub Total	10

THE MINIMUM TECHNICAL SCORE REQUIRED TO PASS SHALL BE: 60**INTERVIEWS (only shortlisted applicants will be called for interview)**

The School Operators' Selection Committee may ask applicants to defend their proposal for which they may be invited for an interview.

SITE VERIFICATION

Note: Shortlisted applicants' proposed site will be visited; final decision will be made on the basis of the result of RFP, Interview and Site Verification. Decision taken by SEF will be considered final.

Availability of building, children will be accommodated at 8 square feet space per-child (mandatory); in case of plot, availability of minimum 2000 square feet open, well-demarcated space.

Availability of at least 5 potential teachers (preferably female) with minimum qualification of graduation.

AWARD OF CONTRACT

Schools will be awarded after completion of the application process. The RFP Issuing Authority reserves the complete right to cancel/reject the award of any contract at any point of time.

The selected applicant is expected to commence the assignment within 15 days of the signing of the contract agreement.

CONFIDENTIALITY

Information relating to the examination, clarification, evaluation and recommendation shall not be disclosed to any person who is not officially concerned with the process. Sindh Education Foundation shall treat all information, submitted as part of the proposal, in confidence and shall require those who have access to such material to treat the same in confidence. Sindh Education Foundation may not divulge any such information unless it is directed to do so by any statutory entity that has the power under the law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/or the Sindh Education Foundation, Government of Sindh.

SEF believes in absolute transparency and impartiality; each application will be rigorously scrutinized and school(s) will be awarded purely on merit.

Submission of Proposal:

In support of fulfilling the minimum eligibility criteria, following documents shall also be submitted in addition to the RFP as part of the technical proposal:

Applicant (Individual /Organization) –Documents Check List

Requirements (to be attached)	Provided (please tick mark if submitted)	Details
PROFILE OF APPLICANT (INDIVIDUAL/ORGANIZATION)		
PROFILE OF APPLICANT (INDIVIDUAL)		
CV		Individuals must have minimum three years' experience of managing a formal school on regular basis.
Educational Certificates		Copies of educational documents/certificates from graduate degree and above must be submitted. Only individuals with at least a graduate degree will be accepted.
NIC copy & NTN (preferable)		Readable copy of NIC.
Bank Statement		Latest certified bank statements for the last 12 months must be submitted along with the RFP. The bank statements must be in the name of the applicant. Verifiable source of income/Bank Statement of last 12 months with minimum annual turnover of PKR200,000 or evidence of financial support (e.g. grant/donation etc.) up to PKR 200,000 .
PROFILE OF APPLICANT (ORGANIZATION)		
Organization Portfolio/CV		Organization's past experience in operating/maintaining/managing educational institution(s) with brief description of its existing set-up/standards/system of education being imparted. Organizations must have minimum 3 years' experience in managing a formal school on full time basis.
Registration Documents		Evidence of the organization's registration as a legal entity.
Reports of previously completed projects		Details and proof of at least two similar and verifiable works successfully completed by the organization in the last 10 years (please attach copies of completion certificate/reports etc.)
Authority letter		Authority letter from the organization for person designated to deal with SEF on behalf of the applicant.
Audit accounts		Audit accounts for the last 2 years (consecutive years) must be submitted.

Bank Statement		<p>Latest certified bank statements for the last 12 months must be submitted along with the RFP. The bank statements must be in the name of the applicant.</p> <p>Organization Organization's financial turnover of PKR 500,000 or evidence of financial support (e.g. grant/donation etc.) up to PKR 500,000.</p>
SCHOOL DEVELOPMENT PLAN (TO BE PROVIDED BY INDIVIDUALS <u>AND</u> ORGANIZATIONS)		
School Development Plan (Annexure 1)		Please submit School Development Plan (Annexure 1) for each proposed site.
Student Enrollment List (Minimum 100 Students per site) Annex 3		<p>A list of expected enrollment including name of student, age, religion guardian's name and NIC and class to be inducted in must be provided on the format shared (Annexure 3).</p> <p>Note: Applicants submitting profiles of 200 or more children will get maximum score for enrollment.</p>
Pictures of Proposed Location(s)		<p>Soft or hard copy pictures of proposed location must be provided with the application.</p> <p>Sites will be evaluated on their viability. Applicants must demonstrate that the proposed location has a substantial need for Middle or Secondary School; In addition, the proposed site must have at least 3 Primary Schools within a 3 KM radius.</p>
HUMAN RESOURCES AND MANAGEMENT OF SCHOOL (TO BE PROVIDED BY INDIVIDUALS <u>AND</u> ORGANIZATIONS)		
Human Resources and Plans for Systems (Annex 2)		Please submit Human Resources and Plans for System (Annexure 2) for each proposed site.
CVs of Proposed Teachers with their Qualification/ Experience/Expected Salary		Minimum qualification of the teachers should be graduate. Teachers with lower academic qualification will be acceptable only if they are experienced or professionally trained.
CVs of Proposed Head Teacher, Principal (Qualification/Experience/ Expected Salary)		Minimum qualification of the Head Teacher/Principal should be graduate. The Head Teacher must have prior experience as a Head Teacher or Assistant Head Teacher.

Application Code:	(Leave blank) For official purpose only
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1. APPLICANT PROFILE (TO BE FILLED BY INDIVIDUALS AND ORGANIZATIONS) Use BLOCK letters to fill in the form.

Applicant's Name (Individual) - as per CNIC OR /Organization's Name (as per registration certificate)	
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Cell Number													
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Land Line Number													
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Permanent Address	

Present Address	

Email Address	
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Has the individual/organization partnered before/currently partnering with SEF for any of its projects?

Yes		No	
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If yes, provide information about the partnership-based schools below:

Program	Phase/ New/ Existing	Code	Level	District	Years

Experience Details

Please provide relevant experience relating to school management

S. No	School Name (School man- aged)	Village	Taluka	District	Project Name and Details (if Applicable)	Years involved in the School	Brief Description of Roles and Responsibilities

(TO BE FILLED BY INDIVIDUALS ONLY)

CNIC No.							-								-	
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Date of Birth			-			-				
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Gender	Male		Female	
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Father's/Husband's Name																
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Successor's Information

Full Name of Successor																
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Father's Name																
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Relation with Applicant																
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CNIC No.							-								-	
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S. No	Educational Qualification (Graduation above)	Year Obtained	College/University Name, Place

(TO BE FILLED BY ORGANIZATIONS ONLY)

Authorized Person																
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Designation																
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CNIC No.							-								-	
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Date of Establishment			-			-				
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Org. Registration Number (Attached Registration Copy)											
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(TO BE FILLED BY BOTH INDIVIDUALS AND ORGANIZATIONS)

NOTE: Detailed responses may be provided on a separate sheet and supported by additional documents

- i. Brief background of the organization specifically in the field of education highlighting the major strengths and contributions. In case of Individual provide information relating to the interest in the field of education. Key information should include educational qualification, teaching experience, number of years of related work experience, and degree of responsibility & scope of work handled in various education institutions.

2. Quality Audit Plan

- i. Details of quality assurance systems such as supervision/monitoring plan, student assessments, etc. to be implemented in the school(s).

ii. Details of academic planning systems, scheme of work, textbooks used, etc.

Total No of Sites Proposed

[illegible]

ANNEXURE 1

SCHOOL PLAN AND ENROLLMENT

If applying for more than 1 site, please use additional sheets to provide required information

Proposed Site _____

Village/Muhallah		UC		Taluka	
District				Nearest Popular Place	

Category

Middle School (Grade 6-8)		High School (Grade 6-10)		(Grades 9-10)	
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GPS Coordinates of Proposed Location (optional):

N	D	D		M	M		S	S	S	E	D	D		M	M		S	S	S
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(Please attach pictures of proposed sites)

(A) Proposed Plot Size: _____

(B) Building for School:

Plot Area: _____ Covered Areas: _____ Katcha/pakka _____

No. of Class Rooms: _____ Size of Room _____

(C) Proposed Enrollment: _____ Transport provided to students: yes___ no___

Any nearby Primary schools in 3km radius? (Please use additional sheets if required)

S.No	Name of Primary School	Category (if applicable)	Private/Government	Functional	Distance from Proposed Site

Please answer the following if the proposed site is private

Rent		Owned	
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Please answer the following if the proposed site is a non functional government school:

Name of Government School: _____ SEMIS Code: _____

State of School (Please provide details of the school's condition)

- i. Details of school facilities being proposed to students in the planned location/school.

- ii. Potential Enrolment: Area(s)/*muhalla(s)* from where enrollment is expected, community mobilization strategy, and strategy to ensure already enrolled children are not re-enrolled.

iii. Year wise School Construction Plan

Explain existing structure of building/plot, determine construction needs and prepare year wise construction plan (for 3 years). Details of provision of computer/AV/science labs if to be provided.

iv. School Recurrent Budget (day to day operational budget) -Annual Basis

ANNEXURE 2

Human Resources and Plans for Systems

If applying for more than 1 site, please use additional sheets to provide required information

Proposed Site _____

Village/Muhallah		UC		Taluka	
District				Nearest Popular Place	

Minimum 5 teaching Staff information (Please attach CVs)

S. No.	Name	Father's Name	Experience	Academic Qualification	Professional Qualification	Subject she/he will teach	Proposed Salary

School Principal /Head Teacher Information

S. No.	Name	Father's Name	Experience	Academic Qualification	Professional Qualification	Proposed Salary

Are teachers from the same locality? yes_____ no_____

Will transportation be provided to the teachers? yes_____ no_____

- i. Details of management team, head teacher, teaching staff and their qualification. Information on proposed teaching and non -teaching staff team and the procedure for hiring personnel. Also mention proposed salary and other benefits like transportation/accommodation for teachers where needed, teacher training, etc.

If applying for more than 1 site, please use additional sheets to provide required information

Village/Muhalla		UC		Taluka	
District				Nearest Popular Place	

[illegible]

[illegible]
