

Terms of Reference

TERMS OF REFERENCE FOR 3rd PHASE VERIFICATION SURVEY

For the Project

‘Promoting Low-Cost Private Schooling in Rural Sindh’

PROJECT BRIEF:

The Sindh Education Foundation, with support from World Bank and the Government of Sindh, has embarked on a pilot initiative for improving access to quality education through low-cost private schools. Under this pilot initiative, through the 1st and 2nd phases 300 schools have been established through private entrepreneurs selected via an objective merit-based and transparent selection process. In the 3rd phase SEF is set to establish 700 schools under the same selection process.

Project outreach: *Thatta, Badin, Khairpur, Larkana, Shaheed Benazir Bhutto (previously Nawabshah), Kambar Shahdadkot, Sanghar, Mithi (previously Tharparkar), Dadu, Umerkot*

Entrepreneurs will apply to the program to set up private schools in rural localities in 10 (see box) pilot districts of Sindh. The pilot project will be implemented and managed by the Sindh Education Foundation, Government of Sindh.

Key interventions to be undertaken during the course of the pilot intervention are specified below:

Entrepreneurs will be responsible for the following:

- School establishment and operation
- Enrollment and learning of children
- School staff hiring and management
- Timely and complete provision of information to SEF on requested matters.

SEF will undertake the following:

- Provision of per child subsidy
- Teacher’s professional development
- Capacity building of entrepreneurs
- Provision of teaching and learning materials
- Student assessment
- School monitoring

RATIONALE FOR THE CONSULTANCY:

For the purpose of setting up schools, applicants will be applying as potential entrepreneurs for this program. An applicant will be required to fill out an Application Form and submit requested relevant documentation. Applicants and the proposed rural localities will be selected based on specific, objective criteria.

To ensure credibility and transparency of the selection process, services of an independent consultancy firm are required for validating the information provided by potential entrepreneurs along with the form. The verified and validated information will form the basis for the initial screening of applicants.

Following locality information is required to be verified by the agency:

- Information of locality proposed for school site
 - o School vicinity; No. of households; No. of potential and willing students; Availability of qualified and willing teachers etc., presence of other schools within a stipulated radius of the (proposed) school site; location of habitations vis-à-vis the school site; location of barriers (natural or manmade) to mobility to reach school.
- Information of proposed school building
 - o School location: School premises (Plot or building), Condition of plot/building, Size of rooms, Facilities available, Willingness of plot/building owner to provide the location for 3 years for the school. (In case of applicant is the owner, then the evidence of ownership etc.)

OBJECTIVE OF THE CONSULTANCY:

“To carry out Verification Survey for validating the information provided by Entrepreneur along with their Application Form in order to facilitate the screening of applicants and localities.”

SCOPE OF WORK:

- The survey is to be implemented in 10 project districts. For round two of the third phase, district wise division of application is yet to finalized however tentative number of application with $\pm 10\%$ variance is as follows:

<i>Districts</i>	Number of Applications
<i>Badin</i>	112
<i>Dadu</i>	211
<i>KambarShahdadkot</i>	152
<i>Khairpur</i>	205

<i>Larkana</i>	99
<i>Mithi</i>	160
<i>Sanghar</i>	207
<i>Shaheed Benazir Bhutto</i>	108
<i>Thatta</i>	252
<i>Umerkot</i>	147
Total	1653

Conducting Validation Survey

The consultant will take overall responsibility for implementing the survey including training of enumerators, carrying out the validation, entering survey returns into a digital database (template provided by SEF), quality control in data entry either through double entry or proofing, and final validation of survey integrity.

The verification survey has been designed to provide verification of the following information:

- Description of the area of school (including location and population of habitations).
- Any school facility available (private, public, NGO, etc.) in the general vicinity of the proposed school site.
- Any natural or manmade barriers to accessing the proposed school site (e.g., canals, streams, major highway, ethnic demarcations of the community)
- Potential students for enrolment in the area as compare to students mention by the applicant.
- Willingness of community for
 - sending their children to schools
 - offering land/premises on partnership basis to open school
- offering volunteers to work in parent management body
- Availability of at least 1 potential lady teachers to teach at the proposed school.
- Dimensions and quality conditions of the proposed building and facilities available in the building e.g. electricity, water, number of rooms and their sizes etc.
- In case of plot define whether it is marked or unmarked
- Photos of site and the existing infrastructure at the site
- GPS recording of the site
- GPS recording of all schools within 3km radius of the proposed school site

Tabulation of Data

The consultancy firm will produce a report, which will present a summary for all verified communities in a presentable format (pre-approved by the SEF).

Survey output (upon completion):

- a. Complete and cleaned data in hard form
- b. Complete and cleaned data set in digital format (template provided by SEF) as well as copies of all relevant documentation (withdrawal certificate, guidance to surveyors, field reports etc.)
- c. Summary report identifying verification patterns
- d. Clear digital photos (at least 5MP of all vetted sites and infrastructure in an external hard drive), following the photo naming scheme provided by SEF. The photos should also be properly organized into folders and submitted along with the data in digital format.

ELIGIBILITY CRITERIA FOR CONSULTANCY FIRM(S):

Agencies interested in carrying out third party verification survey for validating the information provided by applicants, are requested to respond to this Expression of Interest through submitting a proposal, containing the following sections.

SUBMISSION OF TECHNICAL PROPOSALS:**Section 1. Credentials of Consultancy firm including:**

1. Name, address, phone/fax no of the firm
2. A copy of the National Tax Number certificate
3. Details of similar jobs carried out for the last three years
4. Copies of reference letters (if any)
5. Undertaking on the letter head of the firm that the firm is not blacklisted by any firm or Govt. Department
6. Proof of financial stability
7. List of assets, specially vehicles
8. The above mentioned list is not exhaustive and a Consultancy firm may submit any other document which it may consider to be in the favor for selection purpose

Section 2. Curriculum vitae of proposed professional staff including Supervisors, Data punchers and Field staff**Section 3. Understanding of survey methodology**

Section 4. Proposed survey work plan including mode of transportation, Equipment (e.g. GPS, Cameras, Data entry equipment etc.); Team deployment etc.

SUBMISSION OF FINANCIAL PROPOSALS:

- The firms are required to submit the financial proposals along with the technical proposal
- The financial proposal should be based upon per application cost along with the cost of activity against each head
- The cost of application may be submitted separately for each district
- The financial proposal must be in a separate sealed envelope

The shortlisted firms may be asked to make and present the presentation in front of selection committee/SEF management

GENERAL CONDITIONS:

- The consultancy firm will submit detailed understanding of survey methodology, and time frame for the completion of survey study
- The consultancy firm will regularly provide the description of all surveying process that will be used in verification study
- The consultancy firm will train a designated staff member on the methods and procedures to carry out work
- For the purposes of this assignment, locality means the area proposed by the applicant for establishing the school and its surrounding not more than 1.5 kilometer. However, all schools within 3 kilometers of the proposed school site should be GPS tagged.
- The tools of the survey and the orientation on tools will be the responsibility of Sindh Education Foundation
- SEF reserves right to request additional work to ensure the completeness and accuracy of the submitted information, irrespective of whether the source of the problem was during data collection, data entry, or processing.
- SEF reserves the right to oversee all survey preparation and implementation activities in any community.
- Data quality is of the highest priority. SEF reserves the right to reject any submitted data and request fresh data collection or entry if there are signs of data errors.
- In case of further clarification firms can always contact to personnel mention below. SEF take no responsibility if the firm misunderstood the scope.