

Request for Proposal

under

SEF Middle/High School Program- Phase II

Issued by:

Assistant Director
SEF Middle/High School Program
Sindh Education Foundation
Government of Sindh

Sindh Education Foundation (SEF)
(Government of Sindh)

*House # 21-A, Block 7 & 8, Overseas Cooperative Housing Society,
Ameer Khusro Road, Karachi.
Phone # 021-34169141-2, 021-34169144-5*



Sindh Education Foundation
Government of Sindh

Sindh Education Foundation, Government of Sindh

Request for Proposal

For SEF Assisted Middle/High Schools Program Under Post Primary Education Policy

Sindh Education foundation (SEF) in partnership with organizations and individuals has been promoting schooling in the underserved areas of Sindh under public private partnership (PPP) modality. SEF Assisted Middle/High Schools (SMHS) Program aims to gradually increase the provision of post-primary schools by supporting establishment of quality Middle/High Schools across Sindh, especially in the Union Councils having low enrollment in post primary education in accordance with SEF's approved post primary education policy. SEF has set target to upgrade all school of SMHSP to higher secondary level ultimately.

After successful initiation of SEF Middle/High School Program (Phase I), SEF is now inviting applications for **Phase II** from individuals and organizations with strong background in term of managing middle/high schools.

Salient Features:

- *Monthly Per Child Subsidy*
 - Grades 6-8 --- Rs. 1,000/-
 - Grades 9-10 -- Rs. 1,200/-
- Matching Grant for Science Lab
- Matching Grant for Computer Lab
- Teachers' Professional Development
- Regular Students Assessment
- Free Textbook and Learning Material

Note:

Sitting Govt. Employees are not eligible to apply.

Eligibility Forms having incomplete, incorrect or false information, as found immediately or at later stage shall result in rejection before, during or after evaluation

Disclaimer:

SEF, as per policy, reserves the right to accept or reject all or any of the application before or after scrutiny.

Assistant Director,
SEF Middle/High Schools Program
Sindh Education Foundation
Government of Sindh
Banglow # 21-A Block 7 & 8 OCHS Amir Khusro Road, Karachi.
Tel: 021-34169141-2, 021-34169144-5

IMPORTANT NOTE: *Kindly enter RFP's Soft Data in active fields. Use 'TAB' key to go to the next field.*



Sindh Education Foundation
Government of Sindh

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

The applicant hereby agrees that all information provided in this RFP and all supporting documents submitted 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,

Name of Applicant

Date:-

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/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 underserved areas **with particular focus on remote regions of Sindh**.

OUTLINE

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

RFP seeks educational experts and organizations, that are familiar with the complexities of remote and underserved areas, 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 establish/run quality schools under SMHS Program.

BRIEF SCOPE OF WORK

1. Only applications for new Middle (Grades 6-8) and High schools (Grades 6-10) are invited. 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 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 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.
4. Selected Partners will ensure minimum enrolment of **150** students at the time of opening school with an assurance to increase the enrolment to optimum levels in subsequent years.
5. 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.
6. Subject of Mathematics and Science will be taught in English language as English medium textbooks will be provided.
7. Minimum qualification of the teachers should be graduate. Teachers with lower academic qualification will be acceptable only if they are experienced or professionally trained.
8. Provide transport for students and teachers where needed and applicable.
9. Teaching of multiple Grades in one classroom is prohibited.
10. Each school must have necessary infrastructure, including but not limited to, adequate washrooms, computer, science labs (if applicable), teachers room, open ground, library, etc.
11. 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.

12. Each location for Middle/High school must have at least 2 or 3 Primary schools located within the radius of 3 KMs.
13. School will be awarded only if there is verifiable evidence for the need of the school in the proposed locality.
14. Applicant will ensure that he will not change the applied location and enrollment once verified and approved.
15. Re-enrollment (children already registered in public schools) of students is prohibited.

CLARIFICATIONS REGARDING RFP DOCUMENTS

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.

RFP is categorized in two Stages

Stage- 1 ----- Evaluation of Applicant (Individual/Organization)

Stage- 2 ----- Evaluation of Proposed School(s)

Note: It is mandatory for the applicant to clear Stage-1. Only cleared applications (in Stage-1) will be considered to be evaluated in Stage-2.

STAGE- 1

INDIVIDUAL'S INFORMATION

Name: (as per CNIC)	
Father's Name:	
CNIC #: (Please enter without dashes)	
NTN: (If available)	
Date of Birth:	
Gender:	
Qualification:	
Relevant Experience (No. of years):	
Profession:	
Monthly Income: (PKR)	
Base Location (District Name):	
Applied Location(s) (District(s)):	
Landline Number:	
Cellphone/Mobile Number:	
Emergency Contact Information:	
Fax Number:	
Email Address:	
Mailing Address:	
Permanent Address:	

ORGANIZATION'S INFORMATION

Name of Organization: (as per Registration Documents)

NTN / FTN:

Registration Number:

Registration Body:

Name & Designation of Organization's Head:

CNIC # of Head of the Organization: (Please enter without dashes)

Relevant Experience of Org. (No. of years):

Net Worth of the Organization (in PKR):

Base Location (District Name):

Applied Location(s) (District(s)):

Landline Number:

Cellphone/Mobile Number:

Fax Number:

Email Address:

Website:

Mailing Address:

Registered Address:

APPLICATION FOR INDIVIDUALS

To,
Assistant Director (SMHSP)
Sindh Education Foundation,
Govt. of Sindh

Dear Madam,

Pursuant to the advertisement as published on December 04, 2016 for the establishment of new middle/high schools in the underserved areas of Sindh province under the public-private partnership (PPP) modality, I would like to send in application expressing interest for the establishment of new middle/high School(s) in underserved areas of Sindh at the following location(s):

Serial #	Village / School Location	UC	Taluka	District

To support my application, following documents (Photocopies) are attached herewith for consideration:

- **Valid CNIC.**
- **Valid NTN.**
- **Last Academic Degree / Certificate.**
- **Certified copy of Bank Statement reflecting annual turnover of Rs. 100,000 or above.**
- **My detailed profile including my CV focusing on academic and professional credentials, academic planning, technical capabilities to manage the school(s) in remote/underserved areas of Sindh.**
- **Details and evidences of similar and verifiable works/projects successfully completed by me in past years.**
- **Vision statement on academic planning system and implementation plan.**
- **Declaration that I am not a Government Employee.**

Yours sincerely,

{Full Name of Applicant}

Signature and Date _____

APPLICATION FOR ORGANIZATIONS

To,
Assistant Director (SMHSP)
Sindh Education Foundation,
Govt. of Sindh

Dear Madam,

Pursuant to the advertisement as published on December 04, 2016 for the establishment of new middle/high schools in the underserved areas of Sindh province under the public-private partnership (PPP) modality, we would like to send in our application expressing interest for the establishment of new middle/high School(s) in underserved areas of Sindh at the following location(s):

Serial #	Village / School Location	UC	Taluka	District

To support our application, following documents (Photocopies) are attached herewith for consideration:

- **Registration Certificate/Documents.**
- **Valid CNIC (Head of the Organization)**
- **Valid NTN/FTN on the name of Organization.**
- **Organization's Profile.**
- **Audit Reports of last 2 years.**
- **Certified copy of Bank Statement reflecting annual turnover of Rs. 500,000 or above.**
- **CVs of the Core Staff focusing on academic and professional credentials, academic planning, technical capabilities to manage the school(s) in underserved areas of Sindh.**
- **Details and evidences of similar and verifiable works/projects successfully completed by the organization in past years.**
- **Vision statement on academic planning system and implementation plan.**
- **Declaration that the authorized person of organization is not a Government Employee.**

Yours sincerely,

Full Name of Organization with Signature (Head of Organization), Designation, Date and Stamp

Very Important:

- The profile of organizations/Individuals must contain details of the work undertaken in school management reflecting technical understanding of operating school.
- The EOI will be evaluated on the basis of organization's profile or individual's resume.
- Documents must reflect the work undertaken in the education sector with focus on school management, bringing forward various aspects of school operations.
- Vision statement should contain framework regarding setting up middle/high school highlighting objectives and the drive behind the application & vision for the envisaged school(s).
- Vision statement must portray original viewpoints of the applicant. Copied or downloaded material will not be accepted.
- Individuals and Organizations can apply for maximum 3 and 5 school sites respectively.
- All documents mentioned in application format are required. EOI with incomplete documents will be rejected.
- Applicant has to secure minimum 60 marks in EOI evaluation to be eligible to enter in RFP process.

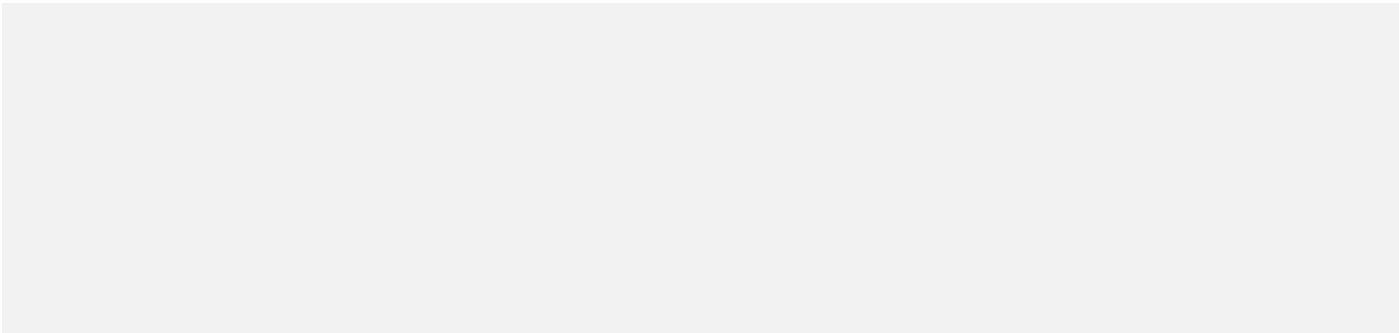
SCORING MATRIX FOR EVALUATION (STAGE- 1)	
CRITERIA	MAXIMUM SCORE
Applicant's Profile / CV	50
Vision Statement	20
Relevant Experience	20
Financial Strength	10
Total Maximum Score:	100

THE MINIMUM TECHNICAL SCORE REQUIRED TO PASS SHALL BE: 60

Declaration (for Individuals)

I hereby declare / confirm that I am not government employee. I also declare and confirm that I am sending in application expressing my interest to participate for the establishment of new middle/high school(s) in the underserved area(s) of Sindh (identified in my application) and all the information provided herewith is genuine and accurate.

{Full Name of Applicant}
Signature and Date



Declaration (for Organizations)

We hereby declare / confirm that authorized person of our organization is not a government employee. We also declare and confirm that we are sending in application expressing our interest to participate for the establishment of new middle/high school(s) in the underserved area(s) of Sindh (identified in our application) and all the information provided herewith is genuine and accurate.

{Full Name of Organization}
Signature (Head of Organization), Date and Stamp

STAGE- 2

SUBMISSION OF PROPOSAL FOR PROSPECTIVE "SMHSP" SCHOOL

In preparation of proposal, applicant(s) are expected to examine the documents comprising this RFP in detail and provide a well-considered School Identification/Development Plan, Information of Potential 'Out of School' children, Human Resource and supervision/monitoring Plan.

Following documents/details shall be provided as part of the Proposal.

PART – A

Site identification and sustainability

i. Detail of proposed site(s) as per the following format:

Site #	Site / Village Name:	UC	Taluka	District	Potential Enrollment (Numbers)	
					Expected from nearby primary schools	Out of School Children (for max: 3 years)

ii. Identify need of Middle/High School in the vicinity. (Location wise)

To be Attached::

iii. Process of Site Identification and Selection. (Location wise)

To be Attached::

iv. Enrollment Growth Strategy which also ensure "Prevention of Re-enrollment" and Community Mobilization Strategy (Location wise)

To be Attached::

v. Challenges faced during Site Identification. (Location wise)

To be Attached::

vi. Pictures of School Site(s) / Building(s). (Location wise).

To be Attached::

vii. Survey Form.

To be Attached::

viii. "Photocopies of Land Documents" OR In case of rented site, "Undertaking from land/building owner showing his consent to rent out his property for school purpose" (Location wise)

To be Attached::

PART – B

School's infrastructure development

i. School's infrastructure:

Particulars	Location # 1	Location # 2	Location # 3	Location # 4	Location # 5
Village / Muhallah					
UC					
Taluka					
District					
Nearest Popular Place					
Category (Middle / High)					
GPS Coordinates (Optional)					
Plot Size					
Covered Area of School Building					
Kacha / Pakka					
No. of Class Rooms					
Average Size of Rooms					
Rented / Owned					
<i>If the proposed site is a non-functional government school building:</i>					
Name of Government School					
SEMIS Code					
State of Building (Please provide details of school's condition)					

ii. School's infrastructure Customization/Development Plan.

To be Attached::

PART – C

Availability of Primary (Feeder) Schools.

i. Any nearby Primary schools in 3km radius?

Location #	Name of Primary School	Category (If applicable)	Private / Government	Functional (Yes/No)	Distance from the proposed site
1					
2					
3					
4					
5					

PART – D

Teachers' Recruitment Plan

i. Availability of skilled teachers in the vicinity. (School wise)

To be Attached::

ii. Teaching hiring process. (School wise)

To be Attached::

PART – E

Supervision and Monitoring Plan

i. Strategy to monitor schools' operations on regular basis. (School wise)

To be Attached::

PART – F

Potential Enrollment and Availability of Out of School Children

i. Detail of Prospective Students (Out-of-school children and Expected Enrolment from Other Primary Schools)

KINDLY FILL ANNEXURE-I

Note:- You are requested to fill Annexure-I for each applied location separately.

CLICK THE FOLLOWING LINK(S) TO GO TO ANNEXURE-1

**ANNEXURE- I
(For Location # 1)**

**ANNEXURE- I
(For Location # 2)**

**ANNEXURE- I
(For Location # 3)**

**ANNEXURE- I
(For Location # 4)**

**ANNEXURE- I
(For Location # 5)**

The proposal shall be submitted in a single packet marked **"REQUEST FOR PROPOSAL, SEF Under SEF Middle/High School Program- Phase II"**.

All pages of the proposal must be initialed by the person or persons signing the proposal. Completed proposal must be delivered on or before **15:00 (3pm) on December 26, 2016** to the following address:

Assistant Director | Program Support and Development
Sindh Education Foundation
Government of Sindh
Banglow # 21-A Block 7 & 8, OCHS Amir Khusro Road, Karachi.
Tel: 021-34169141-2, 021-34169144-5
[Email: smhs@sef.org.pk](mailto:smhs@sef.org.pk)

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.

SCORING MATRIX FOR EVALUATION (STAGE- 2)

PART	CRITERIA	MAX: SCORE
A	Site identification and sustainability.	10
B	School's infrastructure development.	15
C	Availability of Primary (Feeder) Schools.	20
D	Teachers Recruitment Plan.	20
E	Supervision/Monitoring Plan.	10
F	Potential Enrollment and Availability of Out of School Children.	25
Total Maximum Score:		100

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.

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.


Potential Enrollment and Availability of Out of School Children

i. Detail of Prospective Students (Out of School Children and Expected Enrolment from Other Primary Schools):

DETAIL OF PROSPECTIVE STUDENTS FOR  SCHOOL LOCATION #								1
S. No	Name of Student	Father's Name / Guardian's Name	Father's / Guardian's NIC [xxxxxxxxxxxxx] Please enter without "dashes"	Student's Age	Gender	Relegion	Class to be Admitted	Out of School Children (OOSC) <u>OR</u> Expected From Other Primary Schools (FOPS)


Potential Enrollment and Availability of Out of School Children

i. Detail of Prospective Students (Out of School Children and Expected Enrolment from Other Primary Schools):

DETAIL OF PROSPECTIVE STUDENTS FOR  SCHOOL LOCATION #								2
S. No	Name of Student	Father's Name / Guardian's Name	Father's / Guardian's NIC [xxxxxxxxxxxxx] Please enter without "dashes"	Student's Age	Gender	Relegion	Class to be Admitted	Out of School Children (OOSC) <u>OR</u> Expected From Other Primary Schools (FOPS)


Potential Enrollment and Availability of Out of School Children

i. Detail of Prospective Students (Out of School Children and Expected Enrolment from Other Primary Schools):

DETAIL OF PROSPECTIVE STUDENTS FOR  SCHOOL LOCATION #								3
S. No	Name of Student	Father's Name / Guardian's Name	Father's / Guardian's NIC [xxxxxxxxxxxxx] Please enter without "dashes"	Student's Age	Gender	Relegion	Class to be Admitted	Out of School Children (OOSC) <u>OR</u> Expected From Other Primary Schools (FOPS)


Potential Enrollment and Availability of Out of School Children

i. Detail of Prospective Students (Out of School Children and Expected Enrolment from Other Primary Schools):

DETAIL OF PROSPECTIVE STUDENTS FOR  SCHOOL LOCATION #								4
S. No	Name of Student	Father's Name / Guardian's Name	Father's / Guardian's NIC [xxxxxxxxxxxxx] Please enter without "dashes"	Student's Age	Gender	Relegion	Class to be Admitted	Out of School Children (OOSC) <u>OR</u> Expected From Other Primary Schools (FOPS)

Potential Enrollment and Availability of Out of School Children

i. Detail of Prospective Students (Out of School Children and Expected Enrolment from Other Primary Schools):

DETAIL OF PROSPECTIVE STUDENTS FOR  SCHOOL LOCATION #								5
S. No	Name of Student	Father's Name / Guardian's Name	Father's / Guardian's NIC [xxxxxxxxxxxxx] Please enter without "dashes"	Student's Age	Gender	Relegion	Class to be Admitted	Out of School Children (OOSC) <u>OR</u> Expected From Other Primary Schools (FOPS)